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PayForce®

Standard Reports Guide



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Contents

About this Guide

Introduction	x
Before You Begin	xi
What You'll Find in this Guide	xii
Printing this Guide	xiii
Documentation Conventions	xiv
Related Documentation	xvi
Providing Comments	xvii

1 Introduction

Introducing the PayForce Standard Reports	1-2
Identifying the Report Using the Report Prefix	1-3
Running Reports or Processes	1-4
Generating Reports or Files	1-5
Viewing Reports or Generated Files	1-8
Searching the Report or File	1-15
Printing Reports or Files	1-16
Safeguarding Employee Information	1-17
Using Subsequent Chapters in this Guide	1-18

2 Human Resources Reports

Introduction	2-4
BEN014 Benefit Deductions Import Report	2-5
BEN015 Benefits Elections Import Report	2-7
BEN020 Validate COBRA/HIPAA Events Report	2-9
BEN702 Flat Rate Schedule Report	2-13
BEN706 Provider Information Report	2-15
BEN717 Benefit Plans Information Report	2-17
BEN719 Cobra Services Option Report	2-19
BEN720 CASPro Employer & Plan Mapping Report	2-21
CMP001 Salary Structure Report	2-23
CMP003 Current Compa-Ratio Analysis by Salary Plan, Grade, and Job Report	2-25
CMP004 Below-Minimum Analysis Report	2-27
CMP005 Above-Maximum Analysis Report	2-29
PER002 Employee Birthdays Report	2-31
PER003 Years of Service Report	2-33
PER004 Emergency Contacts Report	2-35
PER010 Turnover Rate Report	2-37
PER016 Equal Employment Opportunity Employer Information Report EEO-1	2-39
PER016A EEO-1 Establishment List - Fewer than 50 Persons Report	2-43
PER016B EEO Excluded Employees Listing Report	2-45
PER016C EEO-1 Included Employees Report	2-47
PER016D EEO-1 With Fewer than 50 Persons Detail Report	2-49
PER018 Occupational Injury/Illness Log - OSHA 200 Report	2-51
PER026 Employee Profile Report	2-53
PER031 State and Local Government Information - EEO-4 Report	2-56
PER032 Family and Medical Leave Report	2-60
PER033 Report of Organization Worksheet Report	2-62
PER040 OSHA 300 Log Report	2-64
PER041 OSHA 301 Incident Report	2-66
PER042 Summary of Cases, Days, and Incidents Report	2-68
PER048 Employees Missing Birth Date Report	2-70
PER050 EEO-1 Report	2-72
PER050A EEO-1 Fewer than 50 Persons Report	2-76
PER050B EEO-1 Excluded Employees Report	2-78

PER050C	EEO-1 Included Employees Report	2-80
PER054	Federal Contractor Veterans' Employment Report - VETS-4212	2-84
PER701	Department Table Report	2-89
PER704	License/Certification Table Report	2-91
PER705	Location Table Report	2-93
PER706	Salary Grade/Step Table Report	2-95
PER707	Company Information Report	2-97
PER709A	Job Code Table (Part 1) Report	2-99
PER710	Action Reason Table Report	2-101
TRN004	Employee Training History Report	2-103
TRN010	Competency Profile Report	2-105
UTL003	Run Mass Change Process	2-107
UTL010	Populate Manager Table	2-109
UTL011	Run Export Process	2-111

3 Payroll Reports

Introduction	3-4
ALFSG003 FSG Pre-Qualification Audit Report	3-5
ALFSG004 FSG Interpretation/Notification Audit Report	3-7
ALFSG005 FSG Disbursement Audit Report	3-9
ALPAY001 Pay Data Summary Report	3-11
ALPAY002 Pay Data Detail Report	3-13
ALPAY02A Special Entries/Balance Adjustments Report	3-18
ALPAY003 Manual Check Detail Report	3-20
ALPAY004 Third Party Sick Pay Detail Report	3-24
ALPAY005 Automatic Pay Cancellations Report	3-26
ALPAY006 Total Hours by Job Number Report	3-28
ALPAY007 Temporary Department Report	3-30
ALPAY008 Salaried Employees With Hours Report	3-32
ALPAY009 Salary Change Without Earnings Change Report	3-34
ALPAY010 Active Hourly Employees Without Hours Report	3-36
ALPAY011 Inactive Employees With Pay Report	3-38
ALPAY012 Total Hours Outside of Range Report	3-40
ALPAY014 PFT Deduction Mover - Summary Report	3-42
ALPAY015 PFT Deduction Mover - Detail Report	3-44

ALPAY016	Payroll Employee Changes Report	3-46
ALPAY020	Deduction Verification Summary Report	3-50
ALPAY021	Deduction Verification Report	3-54
ALPAY022	Retirement Services Data Import Log	3-58
ALPAY023	Pay Data/Job Differences Report	3-60
ALPAY024	PTO-Current Cycle Activity Report	3-62
ALPAY026	Total Hours by Cost Number Report	3-64
ALPAY027	Temporary Cost Number Report	3-66
ALPAY030	Pre-PFT Data Check Report	3-68
ALPAY032	New Mexico Employee Termination Report	3-70
ALPAY033	Health Care Memo Report	3-72
ALTBL001	Payroll Pay Group Options Report	3-74
ALTBL002	Non-Mappable Fields Report	3-76
ALTBL003	Mappable DBA Fields Report	3-78
ALTBL004	Mapper Report	3-80
ALTBL005	Deduction Report	3-82
ALTBL006	Earnings Report	3-84
ALUTL001	Copy Pay Group Tables Report	3-86
ALUTL006	Mass Change Report	3-88
ALUTL007	Local Tax Code Mass Change Program Report	3-90
ALUTL011	Logically Deleted Rehire Report	3-92
ALUTL012	Differences Selection Report	3-94
ALUTL013	Masterfile Differences Report	3-96
ALUTL015	Payroll Table Comparison Report	3-98
ALUTL018	Activate Employee FLSA Overtime Report	3-101
ALUTL021	Pay Group/Employee Synchronization Report	3-103
ALUTL023	Populate Work Location Tax Defaults Report	3-105
ALUTL026	Delete Check/YTD/Deduction Calculation History Report	3-107
ALUTL027	Salaried Employee Proration Report	3-109
ALUTL033	Paid Time Off Fraction Calculation for Qualified Events Report	3-111
ALWGP001	Lien Termination Letter	3-113
ALWGP002	Payee Report	3-115
PAY701	Bank Table Report	3-117
PER035	SSN - File Create Report	3-119
PER036	SSN - File Received Report	3-121
PER052	Electronic W-4 Submission Report	3-123

4 Administration Reports

Introduction	4-2
AUD001 Audit Report	4-3
AUD002 Employment Actions Audit Report	4-9
AUD003 Profile Definition Audit Report	4-13
PER504 Organization Structure Report	4-16
PER702 Installation Table Report	4-18
UTL004 Selective Record (Table) Report	4-20
UTL007 Profile Report	4-22
UTL012 Export Definition & Mapping Report	4-29
UTL018 InfoLink Initial Load and Sync Report	4-31
UTL019 Profile Access Report	4-33

A Creating Alternate SQR Output Formats

Introduction	A-2
Specifying the Command-Line Flag Format	A-3
Setting the Command-Line Flag for All SQRs	A-4
Setting the Command-Line Flag for a Single SQR	A-6
PDF Output Known Issues	A-8
Sample Output	A-9
Sources	A-11

B PayForce Report Quick Reference

Introduction	B-2
PayForce Reports and Descriptions	B-3

Index

About this Guide

<u>PAGE</u>	<u>TOPIC</u>
x	Introduction
xi	Before You Begin
xii	What You'll Find in this Guide
xiii	Printing this Guide
xiv	Documentation Conventions
xvi	Related Documentation
xvii	Providing Comments

Introduction

The *Standard Reports Guide* provides samples of the standard reports delivered with PayForce. For each report, the guide also provides overview information and instructions for accessing the report.

This section includes the following topics:

- [Before You Begin](#)
- [What You'll Find in this Guide](#)
- [Printing this Guide](#)
- [Documentation Conventions](#)
- [Related Documentation](#)
- [Providing Comments](#)


Before You Begin

To take advantage of this guide, we recommend you have a basic understanding of how to use PayForce.

You should familiarize yourself with navigating around the product as well as adding, changing, and deleting information within the product. In addition, you should be comfortable using Internet browser-based applications.

What You'll Find in this Guide

Each report in this online manual is depicted as it prints from PayForce, whether the report is in landscape or portrait format. Although this means you may have to rotate the screens occasionally to read various reports from the Adobe Acrobat View menu, you will see examples of reports in the exact manner as when you print them yourself—with the exception that the actual data may be different.

 Some SQR interfaces, processes, and utilities are not documented in the *Standard Reports Guide*. For information on such items, refer to the appropriate user's guide.

This guide includes the following chapters.

Chapter 1, “[Introduction](#),” provides an overview of the SQRs delivered with the product and explains how to generate reports.

Chapter 2, “[Human Resources Reports](#),” provides samples of the standard reports included with Human Resources.

Chapter 3, “[Payroll Reports](#),” provides samples of the standard reports included for PayForce payroll.

Chapter 4, “[Administration Reports](#),” provides samples for Cross-Reference reports, audit reports, and utilities.

Appendix A, “[Creating Alternate SQR Output Formats](#),” provides information on printing reports as PDF files.

Appendix B, “[PayForce Report Quick Reference](#),” provides a summary of all the PayForce reports.

Printing this Guide

When viewed on the screen, all of the pages in this guide will appear up and down, even though some are oriented landscape and others are portrait. Printing this guide may require adjustments to your printer's settings. This guide was designed to be printed on 8.5 x 11 paper in landscape mode. When printing double-sided, your printer must be set so that the document prints as if it were a calendar rather than a book. Printer settings vary. If necessary, choose the “flip up” or “long edge binding” settings.

Documentation Conventions

Table 1 describes the documentation conventions used in this guide.

Table 1. Documentation conventions









bold	In procedures, user interface items that you select, click, or enter information for are shown in bold. For instance, panel names, buttons, and field names.
command	Indicates that you should type the command on your computer.
	Signifies important additional information.
	Signifies very important additional information
	Identifies helpful—but not necessary—information.
	Signifies that a failure to follow the recommended procedure could result in a loss of data or could result in the product not performing properly.
	Used to indicate the either of the following: <ul style="list-style-type: none"> You can find additional information in online help You can find additional information on interface shortcuts and tips in the user's guide
HRCompliance ~ Reports ~ Employee Birthdays (PER002)	Shows the path or navigation to a process or task.
HR/Compliance ~ Reports ~ Employee Birthdays (PER002)	Within text, shows the path or navigation to a process, task, or panel.


Table 1. Documentation conventions (cont.)


 Tasks MULTI-STEP PROCESS First step in process Second step in process <input checked="" type="checkbox"/> Third step in process	Lists each step in a multi-step process, and indicates which step the current section is documenting. In this example, the third step is currently being documented. Note that this step is highlighted in bold and is preceded by a check mark. If you are viewing an online manual, click the highlighted text to jump to the desired section.
 What's next	Indicates that you have reached the end of one step in a multiple-step process. Instructions are given after this convention to help you find the next step in the process and other related information.
 End of procedure	Indicates that you have reached the end of a procedure. If additional information is available, it is noted after this convention.

Related Documentation

This guide covers the information necessary for using PayForce standard reports. You may need to refer to related documentation for other areas of the product. You can access the documentation in the following locations:

- Online manuals through the PayForce application **Help** menu.
- Printed and online manuals on the web at adp4me.adp.com ~ *Product Documentation*.


 To access the PayForce guides on this web site, you must be assigned the ADP4ME User role in the ADP Security Management Services. This role is issued a digital certificate. For more information, contact your system administrator.

 The *Using PayForce Guide* also includes a related documentation table which lists the documentation set delivered with PayForce, the purpose of the documents, and where the documents can be located. This table also includes a list of delivered online help.

Providing Comments

We welcome your comments and suggestions about all the documentation delivered with PayForce. That way, we can continue to improve the manuals and online Help. You can provide comments in one of the following ways:

- Select **Help ~ Online Manuals** from the PayForce application and then click the link to submit your suggestions.
- Give us feedback by visiting the web at adp4me.adp.com ~ *Product Documentation*.

 To access the PayForce guides on this web site, you must be assigned the ADP4ME User role in the ADP Netsecure Security Management System. This role is issued a digital certificate. For more information, contact your system administrator.

Chapter 1

Introduction

<u>PAGE</u>	<u>TOPIC</u>
1-2	Introducing the PayForce Standard Reports
1-3	Identifying the Report Using the Report Prefix
1-4	Running Reports or Processes
1-17	Safeguarding Employee Information
1-18	Using Subsequent Chapters in this Guide

Introducing the PayForce Standard Reports

PayForce includes sample reports that summarize information about employees, benefits and benefit plans, and payroll, as well as the fields, records, and navigation objects in your database. PayForce features integrated reports, which appear within the processes where they are most needed. If a specific task warrants a report, you'll see the report in the Task Manager.

All standard reports delivered with the product comply with U.S. government reporting requirements. The reports illustrated in this guide are sample reports generated using the DEMO database delivered with the product.

Note that some delivered reports or SQRs are not provided directly in the product's user interface. These are reports that typically need to be run by a system administrator or developer. Administrators or developers may run these reports using the Hyperion Solutions Corporation © SQR products or by turning on operator access to a panel and then running the report from the Generic SQR Utility panel within PayForce. For more information on managing operator access, refer to the *Application Administrator's Guide*. In addition, some SQRs are system utilities or processes designed to perform a variety of database tasks, such as creating electronic transmittal files for direct deposits and other types of transmissions or updating system tables to reset date parameters or set up security levels. Refer to the appropriate user's guide for information about these SQRs.

In this chapter, the following topics are covered:

- [Identifying the Report Using the Report Prefix](#)
- [Running Reports or Processes](#)
- [Safeguarding Employee Information](#)
- [Using Subsequent Chapters in this Guide](#)

Identifying the Report Using the Report Prefix

The filename for each report begins with a prefix that helps to identify the application the report is associated with. The prefix consists of a three-letter application identifier, such as PAY for Payroll or CMP for Compensation reports. The prefixes used for reports in this guide are shown in [Table 1-1](#), grouped by application.

Table 1-1. Report Prefixes

Application	Prefix	Prefix Description	Report Function
Human Resources	BEN	Benefits	Reports on contributions to benefit plans.
	CMP	Compensation	Analyzes employee salaries.
	PER	Personnel	Contains lists for personnel reporting requirements.
	TRN	Training	Tracks company and employee training information.
Payroll	ALPAY	Payroll	Contains payroll-related reports.
	PAY	Payroll	Contains bank accounts report.
	ALTBL	Table Reports	Contains table reports, such as from the pay group table and mappable DBA fields.
	ALUTL	Utilities	Contains payroll-related utilities.
	ALWGP	Wage Garnishment Processing Service	Reports on wage garnishment data.
	PER	Personnel	Contains Social Security Number utilities to create and receive files for the Enumeration Verification System (EVS) and Electronic W-4 Submission.
Administration	AUD	Audit	Contains utilities that enable you to specify specific audit parameters that you want to display in the audit report.
	UTL	Utilities	Performs system utility functions.

Running Reports or Processes

PayForce features integrated reports, which appear within the processes where they are most needed. So, if a specific task or process warrants a report, you'll see the report in the Task Manager.

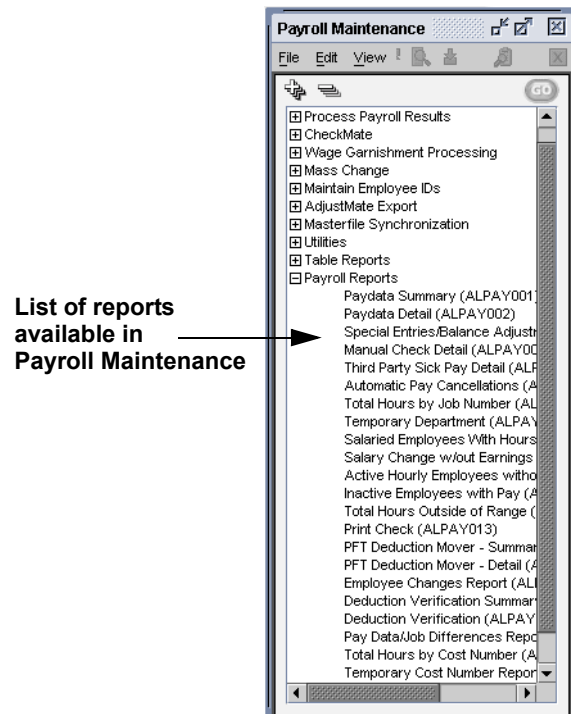


Figure 1-1. Report Task in Task Manager

Generating Reports or Files

Tasks

Running Reports or Processes

Generating Reports or Files

Viewing Reports or Generated Files

Searching the Report or File

Printing Reports or Files

When you run SQR reports, they are typically saved in LIS format. However, there are some processes or reports that generate a file other than an LIS format, such as a CSV file. In addition, message data reports are also available through the Report Outputs, in HTML format. When messages through the Message Monitor are very large files, the user has the option to generate the message and view it through the Report Outputs in HTML format.

 From specific PayForce report panels, you can select any of the following report output options, or all three:

- Report (LIS)
- Report (PDF)
- Text File (CSV)

You can also set up PayForce so that either a PDF file is created instead of an LIS file, or so that both an LIS and PDF file are created when you run a report. Not all reports are suitable for PDF output.

For details on the required settings, as well as information on possible issues with generating reports in PDF format, see [Appendix A, “Creating Alternate SQR Output Formats.”](#)

Generated reports that are *.SQRs go into a profile ID-specific directory. Batch processes, such as many of the payroll processes, go into a common `batch` directory. Some processes also create archive files that go into a common `batch\archive` directory. Files for a pay group can be found in the specified `batch` and `batch\archive` directories. Profile security dictates the user’s access to the common directories. Access to specific pay group `batch` or `batch\archive` directories are determined by an operator’s pay group access setting. For more information on security and pay group access, see the *Application Administrator’s Guide*.

To generate a report, follow these steps:

1. Double-click the report task as you would any other task. A sample report panel displays in the Workspace.

Pay Data Summary (ALPAY001)

Pay Data Summary

Select Report Data

Batch ID: (Leave blank to include all batches)

Include batches for current pay cycle only

Report Label: Group by Batch ID


Select Pay Group/Processing Group

Name	Type	Description
ET1	Pay Group	Weekly - Hourly

Select Sort Options

Sort Field	Field Name
<input type="text"/>	<input type="text"/>

Figure 1-2. Pay Data Summary Panel

 For some reports, no input is required.

2. Complete all of the fields on the panel, if applicable.
3. Click **Run Report**. You'll receive a notification.

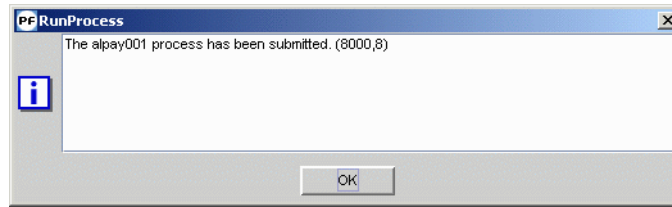





Figure 1-3. Report Notification

4. Click **OK**.
5. Select  (Process Monitor) to view the status of the report you've submitted. For more information, see the *Application Administrator's Guide*.
6. From the **File** menu, select  (Report Outputs) to view the report. When the Report Outputs dialog box displays, select the appropriate directory from the **Look in** field, select the appropriate file type from the **File with extension** field, highlight the report you want to view, and click  (View). A secondary browser window displays your report. (For more information, see "[Viewing Reports or Generated Files](#)" on page 1-8.

 Also from the **Tools** menu, you can select  (Process Monitor) to view detailed process information. To view an illustration of the report, see the *Standard Reports Guide*.

Some processes do not generate reports. When you run the process, you will receive a message notifying you that your process has been submitted. Click **OK**. For more information on using the Process Monitor, see the *Application Administrator's Guide*.

What's next

You have finished running a report or process that created a report in an LIS or PDF format, or generated another supported file format, such as CSV. Next you will view the report or generated file.

Viewing Reports or Generated Files

Tasks



Running Reports or Processes

Generating Reports or Files

Viewing Reports or Generated Files

Searching the Report or File







Printing Reports or Files


Once generated, reports or files reside on the network in a shared directory. Before viewing these reports and files, you must open the Report Outputs dialog box. From the **File** menu you can select  (Report Outputs) to access the Report Outputs dialog box or select  (Report Outputs (Local)) to view reports already stored on your computer.

The Report Outputs dialog box enables you to pick from a list of reports or processes that have been submitted and launch the report viewing application, File Viewer. As part of PayForce, the File Viewer software allows you to view the reports or files online.


The Report Outputs dialog box features a toolbar to manage report functions. The Report Outputs toolbar buttons are described in [Table 1-2](#).

Table 1-2. Report Outputs Toolbar Buttons

Function	Toolbar Button	Function	Toolbar Button
Open		Delete	
Open (Local)		Save As	
Print		Rename	

 You must generate the report or file before you can view it. To generate a report or file, see [“Generating Reports or Files,”](#) on page 1-5.

To access the Report Outputs dialog box, follow these steps:

1. After generating the report or file, open the Report Outputs dialog box by selecting **Report Outputs** from the **File** menu and then selecting  (Report Outputs).

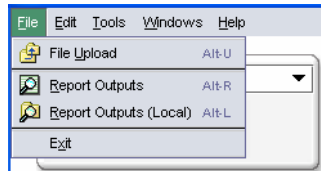


Figure 1-4. Report Outputs Selection from Desktop Menu Bar

2. The Report Outputs dialog displays.

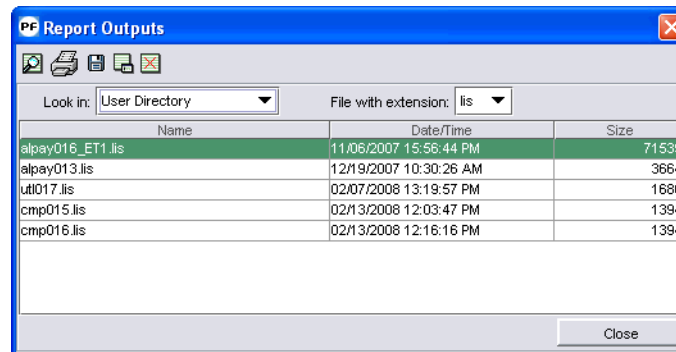




Figure 1-5. Report Outputs Dialog Box



Unless otherwise directed, successful reports will be automatically saved to either a **User Directory**, a **Batch Directory**, or a **Batch Archive Directory**. You can access these directories through the **Look In** field.

-  The most recently generated report is listed first.

3. In the **Look in** field, select the directory where the report or file is located.


 Authorization to view process results through the **Batch Directory** or **Batch Archive Directory** must be granted through profile security. For more information, see the *Application Administrator's Guide*.

Files for a pay group can be found in the specified pay group batch directory or pay group archive directory, for example, Paygroup: 22d or Paygroup Archive: 22d.

 If your report (*.LIS file, *.PDF file, or other) is not listed in this dialog box, check it's status by clicking the  (Process Monitor). For more information on the Process Monitor, see the *Application Administrator's Guide*.

4. Select a file extension from the **File with extension** field to list reports with the selected extension. Available options are:

- * – Displays all available files
- CSV – Displays only .CSV files
- LIS – Displays only .LIS files
- LOG – Displays only .LOG files
- PDF – Displays only PDF files
- HTM – Displays HTML files.

 When messages through the Message Monitor are very large files, you have the option to generate the message and view the message data report through the Report Outputs in HTML format. For more information, see the *Using PayForce guide*.

5. (Optional) To rename a report or file, click  (Rename). The Rename dialog box displays.

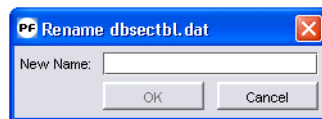





Figure 1-6. Rename Dialog Box

6. Enter the new report or file name in the **New Name** field and click **OK**.

7. (Optional) To delete a selected report or file, click  (Delete).
 The selected report or file is deleted immediately.
8. (Optional) To save a report or file to a local directory, click  (Save As). The Save dialog box displays.

The **File Name** field contains the name of the file you want to save.

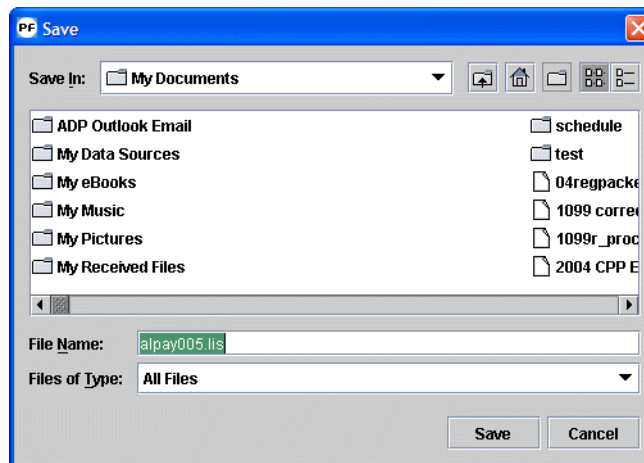





Figure 1-7. Save Dialog Box

9. To save a report or file, select the folder where you want to save the file or enter the full path and filename (such as `c:\temp\reporta.lis`) in the **File Name** field and click **Save**.
10. (Optional) To print a selected report or file, click  (Print).
11. Select the file you want to view from the list in the Report Outputs dialog box and click  (Open).

 A security message displays for the first report that you open from report outputs, per session, and then doesn't display again if you open other reports until you close the session and then open it and log in again. The message also displays a specified location where copies of the report are saved.

The file will display in the File Viewer window, as shown in Figure 1-8. The File Viewer is used to display Printer Control Language (PCL) and text file types allowing the SQR report to be viewed over the Web.

You can open up to four reports or files in the PCL viewer at one time.

Salary Plan	Effective Date	Salary Plan Description	Curr Grade	Geo Code	Geo Diff	Adjustmnt	Minimum	Midpoint	Maximum	Midpoint Progression	Grade Width	Midpoint Spread (-)	Midpoint Spread (+)	
BB1	02/04/2004	Broad Band 1	2M5	USD			42,400	52,000	62,600		50 *	0.20	0.20	
				HI	-10.00 *	38,200	47,700	57,200						
				2M4	USD			39,920	42,400	50,880	25 *	50 *	0.20	0.20
				HI	-10.00 *	36,500	38,200	45,800						
				2M3	USD			29,680	37,100	44,520	14 *	50 *	0.20	0.20
				HI	-10.00 *	26,700	32,400	40,100						
BB2	02/03/2004	Broad Band 2-	2M2	USD			25,440	31,800	38,160	17 *	50 *	0.20	0.20	
				HI	-10.00 *	22,900	28,600	34,300						
				2M1	USD			21,200	26,500	31,800	20 *	50 *	0.20	0.20
				HI	-10.00 *	19,100	23,900	28,600						
				2M5	USD			59,360	74,200	89,040		50 *	0.20	0.20
				NYC	25.00 *	74,200	92,750	111,300						
BB2	02/03/2004	Broad Band 2-		NYC	13.00 *	67,077	82,945	100,615						
				SE	25.00 *	74,200	92,750	111,300						
				2M4	USD			55,120	68,900	82,680	8 *	50 *	0.20	0.20
				NYC	25.00 *	68,900	86,125	103,350						
				NYC	13.00 *	62,286	77,837	93,428						
				SE	25.00 *	68,200	86,125	103,350						
BB2	02/03/2004	Broad Band 2-	2M3	USD			50,880	62,600	76,320	8 *	50 *	0.20	0.20	
				NYC	25.00 *	62,600	79,500	95,400						
				NYC	13.00 *	57,494	71,868	86,242						

Figure 1-8. Viewing the Report

If your report doesn't display, make sure that the security setting, "Do not save encrypted pages to disk," is turned off. To access this setting from your Internet browser, select **Tools ~ Internet Options ~ Advanced**. Then, scroll down to the settings listed under the **Security** heading.

To perform common report functions using the File Viewer, use the toolbar buttons or keys described in [Table 1-3](#).

Table 1-3. File Viewer Toolbar Buttons and Keystrokes











Function	Toolbar Selection	Keyboard Shortcut	Function	Toolbar Selection	Keyboard Shortcut
Move to the previous page		Page Up or P	Expand the visible page to full size		
Move to the next page		Page Down or N	Show an expanded view of the page		
Print		Ctrl-P For more information refer to “Printing Reports or Files”	Word wrap lines at the first character extending beyond the edge of the page		
Search		Ctrl-F For more information refer to “Searching the Report or File”	Pan in a direction		Arrow keys
Search Again		Ctrl-G or F3	Go to first Page		F or Home

Table 1-3. File Viewer Toolbar Buttons and Keystrokes (cont.)

Function	Toolbar Selection	Keyboard Shortcut	Function	Toolbar Selection	Keyboard Shortcut
Expand the visible page to the width of the window		W	Go to last Page		L or End
Expand the visible page to the height of the window			Enter number in Page field to go to a specific page	Page: <input type="text" value="1"/> of 16	

**What's next**

You have finished viewing the report or file. For information on searching the report or file for specific data, see [“Searching the Report or File”](#) on page 1-15. For information on printing the report or file, see [“Printing Reports or Files”](#) on page 1-16.

Searching the Report or File

Tasks

Running Reports or Processes

Generating Reports or Files

Viewing Reports or Generated Files

Searching the Report or File

Printing Reports or Files

To search a report or file for an entered text string from File Viewer, do the following:

1. After generating the report or file, click  (Search). The Search dialog displays.

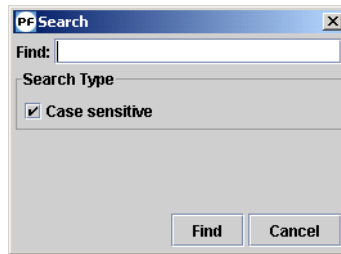



Figure 1-9. Search Dialog Box

2. Enter a text string to search in the **Find** field.
3. Select **Case Sensitive** to search text exactly as the case entered in the **Find** field.
4. Click **Find** to begin the search.
5. To find other instances in the report of the text string entered in the **Find** field, click  (Search again).

What's next

You've just completed the searching a report or file. Next, you can print your report or file.

Printing Reports or Files

Tasks

Running Reports or Processes


Generating Reports or Files

Viewing Reports or Generated Files

Searching the Report or File

Printing Reports or Files

Do the following to print a report or file.

1. To print a report or file from the File Viewer, click  (Print). Next, enter information in the appropriate fields in the Print dialog box and click **OK**. displays.

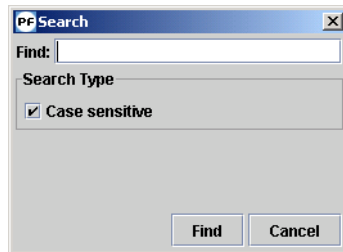



Figure 1-10. Print Dialog Box



You've just completed the running reports or processes that generate files.


Safeguarding Employee Information

When you view report output in PDF, HTM, or CSV format, PayForce saves a copy of each report viewed. Due to the sensitive nature of Social Security Numbers, ADP recommends that you either hide Social Security Numbers (show no digits) or mask them (show only the final four digits) on your management reports. If you elect to display your employees' full Social Security Numbers on your reports, you should take all necessary precautions to safeguard these documents and dispose of them. (You may change your selection to remove full Social Security Numbers from your reports at any time). For more information on masking sensitive fields including Social Security Numbers, bank transit numbers, and bank account numbers, see the *Application Administrator's Guide*. For information on protecting personal information, see the *Using PayForce Guide*.

 Your security administrator may change your selection to hide or mask sensitive fields in your reports at any time.

The display of the employee's Social Security Number (SSN), Bank Transit Number, and Bank Account Number formats depend on the operator's profile setting. The operator profile will be one of the following:


- **Show** - Display entire number
- **Mask** - Display partial numbers (xxxxx1234)
- **Hide** - Do not display numbers (xxxxxxxxx)

 Social Security Numbers are not masked on compliance or statutory reports. However, for publication purposes, all Social Security Numbers are displayed as masked.

Using Subsequent Chapters in this Guide

The following chapters in this manual contain samples of the reports currently available in PayForce, organized by their application. Each sample report has a companion summary sheet that describes the report and instructions on accessing it.


When you reviewing reports, keep in mind that the reports in this guide are representative samples and may not be complete. In order to conform to the page format constraints, we've included only enough data to show you column and row labels, and information typically found in the report.

 The name of your organization appears on the report in the header from data entered in the **Organization Name** field from the Basic Options panel (System Administration ~ Application Security ~ Installation Options).

Some reports may include an “As of Date” to indicate the age of the report data.


The display of the employee’s Social Security Number (SSN), Bank Transit Number, and Bank Account Number formats depend on the operator’s profile setting. The operator profile will be one of the following:

 **Show** - display entire number

 **Mask** - display partial numbers (xxxxx1234)

 **Hide** - do not display numbers (xxxxxxxxx)

For information on setting the operator’s profile, see the *Application Administrator’s Guide*.

 Social Security Numbers are not masked on compliance statutory reports. However, for publication purposes, all Social Security Numbers are displayed as masked.

Chapter 2

Human Resources Reports

- 2-4** Introduction
- 2-5** BEN014 Benefit Deductions Import Report
- 2-7** BEN015 Benefits Elections Import Report
- 2-9** BEN020 Validate COBRA/HIPAA Events Report
- 2-13** BEN702 Flat Rate Schedule Report
- 2-15** BEN706 Provider Information Report
- 2-17** BEN717 Benefit Plans Information Report
- 2-19** BEN719 Cobra Services Option Report
- 2-21** BEN720 CASPro Employer & Plan Mapping Report
- 2-23** CMP001 Salary Structure Report
- 2-25** CMP003 Current Compa-Ratio Analysis by Salary Plan, Grade, and Job Report
- 2-27** CMP004 Below-Minimum Analysis Report
- 2-29** CMP005 Above-Maximum Analysis Report

2-31	PER002 Employee Birthdays Report
2-33	PER003 Years of Service Report
2-35	PER004 Emergency Contacts Report
2-37	PER010 Turnover Rate Report
2-39	PER016 Equal Employment Opportunity Employer Information Report EEO-1
2-43	PER016A EEO-1 Establishment List - Fewer than 50 Persons Report
2-45	PER016B EEO Excluded Employees Listing Report
2-47	PER016C EEO-1 Included Employees Report
2-49	PER016D EEO-1 With Fewer than 50 Persons Detail Report
2-51	PER018 Occupational Injury/Illness Log - OSHA 200 Report
2-53	PER026 Employee Profile Report
2-56	PER031 State and Local Government Information - EEO-4 Report
2-60	PER032 Family and Medical Leave Report
2-62	PER033 Report of Organization Worksheet Report
2-64	PER040 OSHA 300 Log Report
2-66	PER041 OSHA 301 Incident Report
2-68	PER042 Summary of Cases, Days, and Incidents Report
2-70	PER048 Employees Missing Birth Date Report
2-72	PER050 EEO-1 Report
2-76	PER050A EEO-1 Fewer than 50 Persons Report
2-78	PER050B EEO-1 Excluded Employees Report
2-80	PER050C EEO-1 Included Employees Report

- 2-84** PER054 Federal Contractor Veterans' Employment Report - VETS-4212
- 2-89** PER701 Department Table Report
- 2-91** PER704 License/Certification Table Report
- 2-93** PER705 Location Table Report
- 2-95** PER706 Salary Grade/Step Table Report
- 2-97** PER707 Company Information Report
- 2-99** PER709A Job Code Table (Part 1) Report
- 2-101** PER710 Action Reason Table Report
- 2-103** TRN004 Employee Training History Report
- 2-105** TRN010 Competency Profile Report
- 2-107** UTL003 Run Mass Change Process
- 2-109** UTL010 Populate Manager Table
- 2-111** UTL011 Run Export Process

Introduction

The reports in this section are arranged by report ID. You can identify the functions by the following prefixes:

- BEN – Benefits
- CMP – Compensation
- PER – Human Resources Administration
- TRN – Training
- UTL – Utility

 For more information, see [“Identifying the Report Using the Report Prefix,”](#) on page 1-3.

For each report, you'll find a summary of its important features and a sample of its printed form. The summary gives the report name and ID number and a brief description of the report data and its purpose.

BEN014 Benefit Deductions Import Report

Description

The Benefit Deductions Import passes employee benefit deduction information from WinFlex to standard PayForce HR Benefits tables. The Benefit Deductions Import report lists the employee benefit deduction changes.

To access the Benefit Deductions Import report, make the following selections from PayForce:

Employee Maintenance ~ ADP WinFlex Interface ~ Import Deductions (BEN014)

2-6 BEN014 Benefit Deductions Import Report

Environment: DOCPF20
 Report ID: BEN014
 Automatic Data Processing, Inc

Benefit Deductions Import

Page No.: 1
 Run Date: 08/19/2008
 Run Time: 11:46:02

Run Type: Edit File Date: 06/07/2002

Record Number	Emplid	SSN	Employee Name	Ded/Ern Code	Description	Effective Date	Deduction End Date	Amount/Percent	Goal Amount	Goal Balance	Message
000002	152	XXX-XX-XXXX	Baird,Sandra P	1		06/06/2002		40.20			ERROR: Invalid DedCd\Erncd
000003	152	XXX-XX-XXXX	Baird,Sandra P	22		06/06/2002		1.35			ERROR: Invalid DedCd\Erncd
000004	152	XXX-XX-XXXX	Baird,Sandra P	15		06/06/2002		0.01			ERROR: Invalid DedCd\Erncd
000005	152	XXX-XX-XXXX	Baird,Sandra P	74		06/06/2002		0.77			ERROR: Invalid DedCd\Erncd
000006	152	XXX-XX-XXXX	Baird,Sandra P	ADJ	Adjustment	06/06/2002		38.46	1,000.00		Addl Pay Record Inserted
000007	160	XXX-XX-XXXX	Cummings,Paula D	1		06/04/2002		40.19			ERROR: Invalid DedCd\Erncd
000008	160	XXX-XX-XXXX	Cummings,Paula D	22		06/04/2002		1.35			ERROR: Invalid DedCd\Erncd
000009	160	XXX-XX-XXXX	Cummings,Paula D	74		06/04/2002		0.58			ERROR: Invalid DedCd\Erncd
000010	160	XXX-XX-XXXX	Cummings,Paula D	4		06/04/2002		76.92	2,000.00		ERROR: Invalid DedCd\Erncd
000011	160	XXX-XX-XXXX	Cummings,Paula D	6		06/04/2002		11.54	300.00		ERROR: Invalid DedCd\Erncd
000012	117	XXX-XX-XXXX	Kramer,Wesley J	1		06/04/2002		46.15			ERROR: Invalid DedCd\Erncd
000013	117	XXX-XX-XXXX	Kramer,Wesley J	22		06/04/2002		2.53			ERROR: Invalid DedCd\Erncd
000014	117	XXX-XX-XXXX	Kramer,Wesley J	5		06/04/2002		2.54			ERROR: Invalid DedCd\Erncd
000015	117	XXX-XX-XXXX	Kramer,Wesley J	15		06/04/2002	12/31/2002	0.01			ERROR: Invalid DedCd\Erncd
000016	117	XXX-XX-XXXX	Kramer,Wesley J	74		06/04/2002		0.77			ERROR: Invalid DedCd\Erncd
000017	117	XXX-XX-XXXX	Kramer,Wesley J	3		06/04/2002		72.96	1,500.00		ERROR: Invalid DedCd\Erncd
000018	117	XXX-XX-XXXX	Kramer,Wesley J	4		06/04/2002		52.60	1,500.00		ERROR: Invalid DedCd\Erncd
000019	147	XXX-XX-XXXX	Brower,Barbara Sue	22		06/04/2002		1.35			ERROR: Invalid DedCd\Erncd
000020	147	XXX-XX-XXXX	Brower,Barbara Sue	5		06/04/2002		2.54			ERROR: Invalid DedCd\Erncd
000021	166	XXX-XX-XXXX	Gifford,Laura K	15		06/04/2002		0.01			ERROR: Invalid DedCd\Erncd
000022	166	XXX-XX-XXXX	Gifford,Laura K	74		06/04/2002		0.77			ERROR: Invalid DedCd\Erncd
000023	166	XXX-XX-XXXX	Gifford,Laura K	3		06/04/2002		115.38	3,000.00		ERROR: Invalid DedCd\Erncd
000024	166	XXX-XX-XXXX	Gifford,Laura K	4		06/04/2002		38.46	1,000.00		ERROR: Invalid DedCd\Erncd
000025	166	XXX-XX-XXXX	Gifford,Laura K	6		06/04/2002		23.08	600.00		ERROR: Invalid DedCd\Erncd
000026	121	XXX-XX-XXXX	Sanchez,Hector J	1		06/04/2002		115.38			ERROR: Invalid DedCd\Erncd
000027	121	XXX-XX-XXXX	Sanchez,Hector J	22		06/04/2002		4.02			ERROR: Invalid DedCd\Erncd
000028	121	XXX-XX-XXXX	Sanchez,Hector J	5		06/04/2002		2.54			ERROR: Invalid DedCd\Erncd
000029	121	XXX-XX-XXXX	Sanchez,Hector J	75		06/04/2002		0.21			ERROR: Invalid DedCd\Erncd
000030	121	XXX-XX-XXXX	Sanchez,Hector J	15		06/04/2002		0.01			ERROR: Invalid DedCd\Erncd
000031	121	XXX-XX-XXXX	Sanchez,Hector J	74		06/04/2002		0.58			ERROR: Invalid DedCd\Erncd
000032	157	XXX-XX-XXXX	Michael,Bruce R	1		06/04/2002	11/11/2002	16.15			ERROR: Invalid DedCd\Erncd
000033	119	XXX-XX-XXXX	Jackson,Anne M	1		06/04/2002		32.31			ERROR: Invalid DedCd\Erncd
000034	119	XXX-XX-XXXX	Jackson,Anne M	22		06/04/2002		2.53			ERROR: Invalid DedCd\Erncd
000035	119	XXX-XX-XXXX	Jackson,Anne M	5		06/04/2002		2.54			ERROR: Invalid DedCd\Erncd
000036	119	XXX-XX-XXXX	Jackson,Anne M	75		06/04/2002		9.23			ERROR: Invalid DedCd\Erncd
000037	119	XXX-XX-XXXX	Jackson,Anne M	15		06/04/2002		1.38			ERROR: Invalid DedCd\Erncd
000038	119	XXX-XX-XXXX	Jackson,Anne M	74		06/04/2002		0.77			ERROR: Invalid DedCd\Erncd
000039	119	XXX-XX-XXXX	Jackson,Anne M	3		06/04/2002		19.23	500.00		ERROR: Invalid DedCd\Erncd
000040	122	XXX-XX-XXXX	Simmons, Frank E	1		06/04/2002		16.15			ERROR: Invalid DedCd\Erncd
000041	122	XXX-XX-XXXX	Simmons, Frank E	22		06/04/2002		1.35			ERROR: Invalid DedCd\Erncd
000042	122	XXX-XX-XXXX	Simmons, Frank E	5		06/04/2002		4.20			ERROR: Invalid DedCd\Erncd
000043	122	XXX-XX-XXXX	Simmons, Frank E	3		06/04/2002		26.92	700.00		ERROR: Invalid DedCd\Erncd
000044	123	XXX-XX-XXXX	Johnson, Carla H	1		06/04/2002		16.15			ERROR: Invalid DedCd\Erncd
000045	123	XXX-XX-XXXX	Johnson, Carla H	75		06/04/2002		0.05			ERROR: Invalid DedCd\Erncd

BEN015 Benefits Elections Import Report

Description

The Benefits Elections Import process passes employee elections from WinFlex to custom WinFlex PayForce HR Benefits tables. The Benefits Elections Import report lists the employee election changes.

To access the Benefits Elections Import report, make the following selections from PayForce:

Employee Maintenance ~ ADP WinFlex Interface ~ Import Benefit Elections (BEN015)

Environment: DOCPF20
 Report ID: BEN015
 Automatic Data Processing, Inc.

Benefits Elections Import

Page No.: 1
 Run Date: 08/19/2008
 Run Time: 11:49:48

Process Date: 08-06-2007

<u>Rec Nbr</u>	<u>Emplid</u>	<u>Employee SSN</u>	<u>Employee Name</u>	<u>Dependent SSN</u>	<u>Dep Seq #</u>	<u>Record</u>	<u>Field in Error</u>	<u>Message</u>	
2	30959	XXX-XX-XXXX					EE	EMPLID	Employee ID not found on database
3	23195	XXX-XX-XXXX					EE	EMPLID	Employee ID not found on database
4	1157	XXX-XX-XXXX					EE	EMPLID	Employee ID not found on database
5	1157	XXX-XX-XXXX					EE	EMPLID	Employee ID not found on database
6	1157	XXX-XX-XXXX		XXX-XX-XXXX	01	DD	EMPLID	Employee ID not found on database	
7	1157				01	DE	EMPLID	Employee ID not found on database	
7	1157				01	DE	DEP_BENEF	No Dep/Ben Demographic record on database	
7	1157				01	DE	DEP_BENEF_TYPE	Invalid Dep Election for Dep/Ben Type	

Process Totals


Total Records Read from Input File:	6
Total Records in Error:	6
Total Records with No Changes:	0
Employee Election Records Inserted:	0
Dep/Ben Demographic Records Inserted:	0
Dependent Election Records Inserted:	0
Beneficiary Assignment Records Inserted:	0

End of Report

BEN020 Validate COBRA/HIPAA Events Report

Description

BEN020 validates COBRA events and produces two reports. The BEN020A lists the incomplete/invalid COBRA events, and the BEN020B lists the valid COBRA events. This process can be run multiple times prior to running the COBRA export.

 Errors will display if any non-standard coverage tiers (health benefit plans other than the standard 2, 3, or 4 tier plans) have not been defined as translate values in the COBRA export. In addition, errors will display if the **HIPAA Coverage End Date** field on the Beneficiary record does not match the value ADP COBRA Services computes based on the coverage end date code value of “end of month” or “per diem” (applies only to clients that have enabled HIPAA Certificates).

To access this report, make the following selections from PayForce:

Employee Maintenance ~ ADP COBRA Services Interface ~ Validate COBRA Events (BEN020)

Environment: P25A_Environment
 Report ID: BEN020A
 Automatic Data Processing, Inc.

Incomplete/Invalid COBRA Events

Page No. 1
 Run Date: 02/12/2009
 Run Time: 16:11:13

From Date: 12-FEB-2009 10:34:52 AM To Date: 12-FEB-2009 4:11:03 PM

Event Reason: -

<u>Employee Info</u>	<u>Event Date Record Date</u>	<u>Event Seq#</u>	<u>Event Status</u>	<u>COBRA ID#</u>	<u>Relationship To Employee</u>	<u>Plan Type</u>	<u>Dependent Benef#</u>	<u>Benefit Plan</u>	<u>Error Message</u>
----------------------	-------------------------------	-------------------	---------------------	------------------	---------------------------------	------------------	-------------------------	---------------------	----------------------

Nothing to Report

End of Report

Environment: P25A_Environment
 Report ID: BEN020B
 Automatic Data Processing, Inc.

Valid COBRA Events

Page No. 1
 Run Date: 02/12/2009
 Run Time: 16:11:13

From Date: 12-FEB-2009 10:34:52 AM To Date: 12-FEB-2009 4:11:03 PM

Event Reason: 001 - End of Employment

<u>Employee Info</u>		<u>Event Date</u>	<u>Event</u>	<u>Event</u>	<u>COBRA</u>	<u>Relationship</u>	<u>-----COBRA Participant Information-----</u>				<u>CASPro</u>	<u>CASPro</u>
		<u>Record Date</u>	<u>Seq#</u>	<u>Status</u>	<u>ID#</u>	<u>To Employee</u>	<u>Plan</u>	<u>Dependent</u>	<u>Benefit Plan</u>	<u>Coverage</u>	<u>Employer ID</u>	<u>Plan ID</u>
							<u>Type</u>	<u>Benef#</u>		<u>End Date</u>		
Henry,Mark Adam		02/10/2009	0	V - Valid	00	E - Employee	10	00	MEDA	02/10/2009	22848	141878
Employee ID:	381002	02/12/2009										
SSN:	XXXXXXXXXX											
Company:	DSS											
Paygroup:	ET1											
Location:	NORCR											
Department:	222004											

Total Event(s): 1

End of Report

BEN702 Flat Rate Schedule Report

Description

The Flat Rate Schedule report prints information about benefit plans where the cost of coverage for a benefit is based solely on the amount of coverage. One example is where you have designated different coverage rates depending on the coverage level.

This report lists the plan type, plan name, rate schedule ID, effective date, pay frequency, rate unit, coverage level, total premium, employee premium, employer premium, and provider premium.

To access the Flat Rate Schedule report, make the following selections from PayForce:

System Administration ~ Benefits Setup ~ Rate Schedule Report (BEN702)

Environment:DOCPF107
 Report ID: BEN702
 Automatic Data Processing, Inc.

Flat Rate Schedule

Page No. 1
 Run Date: 11/08/2006
 Run Time: 11:28:53

<u>Rate ID</u>	<u>Description</u>	<u>Effective Date</u>	<u>Pay Frequency</u>	<u>Coverage Level</u>	<u>Update Pending</u>	<u>Total Amount</u>	<u>Employee Amount</u>	<u>Employer Amount</u>	<u>Provider Amount</u>	<u>Total Percent</u>	<u>Employee Percent</u>	<u>Employer Percent</u>
BDTL	Basic Life	01/01/2002	Monthly	Emp Only		34.0000	34.0000		34.0000			
				Family		98.0000	98.0000		98.0000			
		01/01/2001	Monthly	Emp Only		30.0000	30.0000		30.0000			
				Family		85.0000	85.0000		85.0000			
01/01/2000	Monthly	Emp Only	Yes	34.0000	34.0000		34.0000					
		Family	Yes	98.0000	98.0000		98.0000					
BLIF	Basic Life Plus	01/01/2000	Monthly	Emp Only	Yes	1.0000	0.9000	0.1000	1.0000			
DEP	Dependent Life	01/01/2000	Monthly	Emp Only	Yes	1.0000	1.0000		1.0000			
		01/01/1987	Monthly	Emp Only		2.0000	2.0000		2.0000			
DEP2	Dependent Life Level 2	01/01/2000	Monthly	Emp Only	Yes	2.0000	2.0000		2.0000			
DEP5	Dependent Life Level 5	01/01/2000	Monthly	Emp Only	Yes	4.0000	4.0000		4.0000			
DNT1	Dental	01/01/1996	Monthly	Emp Only		24.1500	9.6600	14.4900	24.1500			
				Family		72.4500	28.7100	43.7400	72.4500			
		01/01/1987	Monthly	Emp Only	Yes	21.0000	8.4000	12.6000	21.0000			
				Family	Yes	63.0000	31.5000	31.5000	63.0000			
DTLC	Dental Choice	01/01/2002	Monthly	Emp Only		20.0000	20.0000		20.0000			
				Family		48.0000	48.0000		48.0000			
		01/01/2001	Monthly	Emp Only		17.0000	17.0000		17.0000			
				Family		42.0000	42.0000		42.0000			
01/01/2000	Monthly	Emp Only		15.0000	15.0000		15.0000					
		Family		40.0000	40.0000		40.0000					
DTLP	Dental PPO	01/01/2002	Monthly	Emp Only		40.0000	40.0000		40.0000			
				Family		110.0000	110.0000		110.0000			
		01/01/2001	Monthly	Emp Only		35.0000	35.0000		35.0000			
				Family		95.0000	95.0000		95.0000			
01/01/2000	Monthly	Emp Only	Yes	34.0000	34.0000		34.0000					
		Family	Yes	91.0000	91.0000		91.0000					
HM1C	HMO Level 1	01/01/2002	Monthly	Emp Only		158.0000	158.0000		158.0000			
				Emp+Spouse		252.0000	252.0000		252.0000			
				Emp+Depdnt		202.0000	202.0000		202.0000			
				Family		354.0000	354.0000		354.0000			
		01/01/2001	Monthly	Emp Only		137.0000	137.0000		137.0000			
				Emp+Spouse		220.0000	220.0000		220.0000			
				Emp+Depdnt		176.0000	176.0000		176.0000			
				Family		308.0000	308.0000		308.0000			
01/01/2000	Monthly	Emp Only	Yes	125.0000	125.0000		125.0000					

BEN706 Provider Information Report

Description

The Provider Information report prints information about your benefits providers, including name and address, and any groups, policies, and contact information you have defined.

This report lists provider ID, effective date, provider's address, and a separate address for premium submission.

To access the Provider Information report, make the following selections from PayForce:

System Administration ~ Benefits Setup ~ Provider Information Report (BEN706)

Environment: DOCPF107
 Report ID: BEN706
 Automatic Data Processing, Inc.

Provider Information

Page No. 1
 Run Date 11/08/2006
 Run Time: 11:31:52

<u>Provider Effective ID</u>	<u>Date</u>	<u>Description</u>	<u>Address</u>	<u>City</u>	<u>St/Prov</u>	<u>Postal/Zip</u>	<u>Country</u>
ALLH	01/01/2000	AllHealth Provider	1470 Columbus St.	Cincinnati	OH	45202	USA
	Premium Address:	Same	Same				
CIGNA	06/15/2000	I CIGNA Companies	Employee Benefit Services	Atlanta	GA	30305	USA
	Premium Address:	Same	1360 Peachtree Street #14B Services and Administration P.O. Box 22356	Orlando	FL	32801	USA
CIGNA	01/01/2000	CIGNA Companies	Employee Benefit Services	Atlanta	GA	30305	USA
	Premium Address:	Same	1360 Peachtree Street #14B Services and Administration P.O. Box 22356	Orlando	FL	32801	USA
DCI	01/01/2000	Digital Electronics Media Corp	1442 Peachtree Ind'l Blvd	Norcross	GA	30092	USA
	Premium Address:	Same	Same				
DELTA	06/15/2000	I Delta Dental Insurance Company	3405 Piedmont Road, N.E.	Atlanta	GA	30031	USA
	Premium Address:		Same				
DELTA	01/01/2000	Delta Dental Insurance Company	3405 Piedmont Road, N.E.	Atlanta	GA	30031	USA
	Premium Address:		Same				
DENTL	01/01/2000	Dental Health Services	200 Williams Blvd.	Boston	MA	02116	USA
	Premium Address:	Same	Same				
DSINC	01/01/2000	Disability Ins. Co. of America	401 N. Boardwalk	St. Louis	MO	63102	USA
	Premium Address:	Same	Same				
FIDLY	06/15/2000	I Fidelity Funds	1 Atlanta Plaza	Atlanta	GA	30328	USA
	Premium Address:		Same				
FIDLY	01/01/2000	Fidelity Funds	1 Atlanta Plaza	Atlanta	GA	30328	USA
	Premium Address:		Same				
INVST	01/01/2000	Investors Unlimited	1200 Avenue of the Americas	New York	NY	10036	USA
	Premium Address:	Same	Same				
LINCOL	06/15/2000	I Lincoln National Life	200 Galleria Parkway NW	Smyrna	GA	30081	USA
	Premium Address:	Same	P.O. Box 22344	Lincoln	NE	02233	USA
LINCOL	01/01/2000	Lincoln National Life	200 Galleria Parkway NW	Smyrna	GA	30081	USA
	Premium Address:	Same	P.O. Box 22344	Lincoln	NE	02233	USA
MASS	06/15/2000	I Massachusetts Mutual	115 Perimeter Center	Dunwoody	GA	30338	USA

BEN717 Benefit Plans Information Report

Description

This report provides detailed information about each benefit plan. It also provides provider information.

To access the Benefit Plans Information report, make the following selections from PayForce:

System Administration ~ Benefits Setup ~ Benefit Plans Report (BEN717)

Environment: DOCPF107
 Report ID: BEN717
 Automatic Data Processing, Inc.

Benefit Plan Information

Page No. 1
 Run D 11/08/2006
 Run Time: 13:33:04

Pay Group: ET1

Benefit Information

Plan Type: 10
 Plan Name: Medical
 Benefit Plan Code: HMO1A
 Long Description: Midwest HMO
 Short Description: HMO Basic
 Effective Date: 01/01/2000
 Status: Active
 Deduction Code: 13
 Deduction Name: HMO Plan 1
 Rate Schedule ID: MHM1
 Rate Schedule Name: Medical Health Maintenance
 HIPAA Plan: Yes
 Cobra Plan: Yes
 Plan Date:

Provider Information

Provider ID: MDWST
 Provider Name: Midwest HMO

Coverage/Participation Amounts

Minimum:
 Maximum:
 Deductible: 100.00
 Base:

Benefit Information

Plan Type: 10
 Plan Name: Medical
 Benefit Plan Code: HMO1A
 Long Description: Midwest HMO
 Short Description: HMO Basic
 Effective Date: 01/01/1987
 Status: Active
 Deduction Code: 13
 Deduction Name: HMO Plan 1
 Rate Schedule ID: HMO1
 Rate Schedule Name: HMO Choice 1
 HIPAA Plan: Yes
 Cobra Plan: Yes
 Plan Date:

Provider Information

Provider ID: MDWST
 Provider Name: Midwest HMO

Coverage/Participation Amounts

Minimum:
 Maximum:
 Deductible:
 Base:

BEN719 Cobra Services Option Report

Description

The COBRA Services Options Report provides details on the COBRA services options you have defined on the COBRA Services Options panel, such as the COBRA service types you will receive from ADP COBRA Services and benefit eligibility date details.

To access the COBRA Services Options report, make the following selections from PayForce:

System Administration ~ COBRA Interface Setup ~ COBRA Services Options Report (BEN719)

Environment: ADPCLIENT
Report ID: BEN719
Automatic Data Processing, Inc.

COBRA Service Options

Page No. 1
Run Date: 03/19/2009
Run Time: 12:31:45

Employer ID: 65345 COBRA Export ID: COBRA

COBRA Services Type

COBRA Election Notices: Y
COBRA Initial Notices: Y

Interface File Information

Last File Number: 0
File Last Run Date:

End of Report

BEN720 CASPro Employer & Plan Mapping Report

Description

The CASPro Employer & Plan Mapping Report details the mapping of the PayForce benefit plans to the corresponding ADP COBRA Services plans, based on the CASPro employer identifier and qualifying criteria.

To access the CASPro Employer & Plan Mapping report, make the following selections from PayForce:

System Administration ~ COBRA Interface Setup ~ CASPro Employer & Plan Mapping Report (BEN720)

Environment ADPCLIENT
 Report ID: BEN720
 Automatic Data Processing, Inc.

Caspro Employer & Plan Mapping

Page No.: 1
 Run Date: 03/19/2009
 Run Time: 09:49:49

Caspro Employer ID: 22848 Description: Mapping Effective Date: 01/01/2009 Coverage End Code: M Default Qualifier: SAP

-----Qualifier Criteria-----

<u>Plan Type</u>	<u>Benefit Plan</u>	<u>Caspro Plan ID</u>	<u>Qualifier ID</u>	<u>Benefit Program</u>	<u>Company</u>	<u>Paygroup</u>	<u>Department</u>	<u>Location</u>	<u>State</u>
10 Medical	HMO1A Midwest HMO	141908	SAP	SAP					
10 Medical	HMO1P Midwest HMO	141911	SAP	SAP					
10 Medical	HMO2A Midwest HMO Plus	141877	SAP	SAP					
10 Medical	HMO2P Midwest HMO Plus	141893	SAP	SAP					
10 Medical	MEDP Major Medical	141894	SAP	SAP					
10 Medical	PPO1A Southeast PPO	141909	SAP	SAP					
10 Medical	PPO2P Southeast PPO Preferred	141895	SAP	SAP					
11 Dental	DNTL1A Basic Dental	141915	SAP	SAP					
11 Dental	DNTL1P Basic Dental	141912	SAP	SAP					
11 Dental	DNTL2A Dental w/Ortho	141881	SAP	SAP					
11 Dental	DNTL2P Dental w/Ortho	141896	SAP	SAP					
14 Visn/Hear	VIS1A Basic Vision	141883	SAP	SAP					
14 Visn/Hear	VIS1P Basic Vision	141897	SAP	SAP					

CMP001 Salary Structure Report

Description

This report lists all salary grades in descending order by salary grade. For each grade, it shows the minimum and the maximum amount being paid for the grade. It calculates the midpoint between the minimum and maximum amounts.

The midpoint differential column shows the percent of change between the midpoints in each grade. The report calculates the range spread percentage by dividing the maximum amount by the minimum amount and subtracting 1.0.

To access the Salary Structure report, make the following selections from PayForce:

System Administration ~ Table Setup ~ Optional ~ Salary Structure Report (CMP001)

Environment: DOCPF107
 Report ID: CMP001
 Automatic Data Processing, Inc.
 As Of Date: 10/01/2006

Salary Structure Report

Page No. 1
 Run Date: 11/08/2006
 Run Time: 13:37:01

Plan	Eff Dt	Salary Description	Currency GradeCode	---Minimum---	---Midpoint---	---Maximum---	Midpoint Progression	Grade Width	---Midpoint Spread--- (-)	(+)
BB1	01/31/2002	Broad Band 1	ZN5 USD	47,191	58,989	70,787			0.20	0.20
			ZN4 USD	37,753	47,191	56,629	25 %	50 %	0.20	0.20
			ZN3 USD	33,034	41,292	49,550	14 %	50 %	0.20	0.20
			ZN2 USD	28,314	35,393	42,472	17 %	50 %	0.20	0.20
			ZN1 USD	23,596	29,495	35,394	20 %	50 %	0.20	0.20
BB2	01/31/2002	Broad Band 2	ZN5 USD	66,068	82,585	99,102			0.20	0.20
			ZN4 USD	61,349	76,686	92,023	8 %	50 %	0.20	0.20
			ZN3 USD	56,630	70,787	84,944	8 %	50 %	0.20	0.20
			ZN2 USD	51,910	64,888	77,866	9 %	50 %	0.20	0.20
			ZN1 USD	47,191	58,989	70,787	10 %	50 %	0.20	0.20
MDS	01/31/2002	Midpoint Spread: Exempt	E14 USD	53,279	71,039	88,799		67 %	0.25	0.25
			E13 USD	44,356	59,141	73,926	20 %	67 %	0.25	0.25
			E12 USD	32,053	42,737	53,421	38 %	67 %	0.25	0.25
			E11 USD	26,679	35,572	44,465	20 %	67 %	0.25	0.25
			E10 USD	22,238	29,650	37,063	20 %	67 %	0.25	0.25
MID	01/31/2002	MidPoint Plan: Non-exempts	N07 USD	34,025	43,586	53,147		56 %	0.22	0.22
			N06 USD	26,178	33,520	40,861	30 %	56 %	0.22	0.22
			N05 USD	21,328	27,992	34,656	20 %	62 %	0.24	0.24
			N04 USD	17,327	22,205	27,082	26 %	56 %	0.22	0.22
NRS	01/31/2002	Nursing Salary Plan	L01 USD	44,785	53,067	61,348		37 %	0.16	0.16
			L04 USD	66,257	79,753	93,249	-33 %	41 %	0.17	0.17
			L03 USD	61,348	69,937	78,526	14 %	28 %	0.12	0.12
			L02 USD	53,987	62,576	71,164	12 %	32 %	0.14	0.14
SEG	01/31/2002	Segmented Plan: Executive	X03 USD	123,625	154,441	197,711		60 %	0.20	0.28
			X02 USD	108,729	135,927	169,908	14 %	56 %	0.20	0.25
			X01 USD	86,478	108,127	135,143	26 %	56 %	0.20	0.25
SLS	01/31/2002	Sales Base Pay Plan	S04 USD	45,782	61,045	76,305		67 %	0.25	0.25
			S03 USD	39,812	53,083	66,352	15 %	67 %	0.25	0.25
			S02 USD	34,620	46,159	57,698	15 %	67 %	0.25	0.25
			S01 USD	30,104	40,138	50,173	15 %	67 %	0.25	0.25
STP	01/31/2002	Union Employees	U02 USD	18,018	19,110	20,202		12 %	0.06	0.06
			U01 USD	14,742	15,834	16,926	21 %	15 %	0.07	0.07E

End of Report

CMP003 Current Compa-Ratio Analysis by Salary Plan, Grade, and Job Report

Description

This report compares an employee's salary to the others in the same salary grade. It lists each employee in the salary grade and the midpoint amount of the salaries in that grade.

For each employee, the report lists job code, title, name, and department ID. The last two columns pertain to a compa-ratio calculation for each employee. This means a comparison of the employee's salary to the midpoint amount of the salary grade. If their current rate is the same as the midpoint, the compa-ratio is 1.00-or one hundred percent of the midpoint. If the annual rate is above or below the midpoint, the system calculates a ratio based on the amount of the difference compared to the midpoint amount and adds or subtracts it from 1.00.

To access the Current Compa-Ratio Analysis by Salary Plan, Grade, and Job report, make the following selections from PayForce:

HR/Compliance ~ Reports ~ Compa Ratio (CMP003)

Environment: DOCPF107
 Report ID: CMP003
 Automatic Data Processing, Inc.
 As Of Date: 11/08/2006

Current Compa-Ratio Analysis by Salary Plan, Grade and Job

Page No. 1
 Run Date: 11/08/2006
 Run Time: 13:40:32

Salary Plan	Grade	Job Code	Job Title	Name	Employee Status	Dept ID	Midpoint	Annual Comp Rate	Compa Ratio	% of Range	Segment Posn
MDS	E14	3002	Sr. Technical Support Spec.	Addington, Gregory J	A	755002	71,039	75,162	1.06		3 of 4
		3300	Director, Operations	Derosa, Carol W	A	711001	71,039	62,313	0.88		2 of 4
		4702	Training Team Leader	Franklin, Paul J	A	722002	71,039	61,665	0.87		1 of 4
		4802	Sr. Comp/Benefits Analyst	Davis, Marshall E	A	722001	71,039	66,444	0.94		2 of 4
Average Ratio for Grade:									0.93		
	E13	4802	Sr. Comp/Benefits Analyst	Brown, James R	A	722001	59,141	50,497	0.85		1 of 4
		4805	HR Specialist	Henry, Mark Adam	A	222004	59,141	48,955	0.83		1 of 4
		4805	HR Specialist	Patterson, L Kay	A	722004	59,141	49,925	0.84		1 of 4
		4850	HRIS Coordinator	Eldridge, Randall C	A	7200	59,141	49,854	0.84		1 of 4
Average Ratio for Grade:									0.84		
	E12	3201	Accountant II	Harrington, Carolyn L	A	733001	42,737	42,310	0.99		2 of 4
		3204	Manager, Accounting	Livingston, Stephanie	A	733001	42,737	44,278	1.04		3 of 4
		3251	Manager	Hassen, Rasheed	A	711003	42,737	46,825	1.10		3 of 4
		3251	Manager	Norville, Trevor John	A	722005	42,737	45,609	1.07		3 of 4
		3402	Tax Accountant	Martinez, Stuart I	A	733003	42,737	35,661	0.83		1 of 4
		4601	Recruiter	Philips, Susan Langst	A	722003	42,737	50,281	1.18		4 of 4
		4601	Recruiter	Yager, Carl E	A	722003	42,737	32,863	0.77		1 of 4
		4701	Sr. Trainer	Chestnut, Helen Morga	A	722002	42,737	38,338	0.90		2 of 4
		4701	Sr. Trainer	Daniels, Joseph W	A	722002	42,737	46,798	1.10		3 of 4
		4800	Comp/Benefits Analyst I	Baker, Chad D	A	722001	42,737	43,405	1.02		3 of 4
		4800	Comp/Benefits Analyst I	Griffin, Dean D	A	722001	42,737	33,466	0.78		1 of 4
		4800	Comp/Benefits Analyst I	Sanchez, Marguerite S	A	722001	42,737	43,780	1.02		3 of 4
		5503	Systems Analyst III	King, G Andrew	A	755001	42,737	34,289	0.80		1 of 4
Average Ratio for Grade:									0.97		
	E11	3001	Technical Support Specialist 2	Diaz, L Hector	A	755002	35,572	29,379	0.83		1 of 4
		3001	Technical Support Specialist 2	Kingsley, James H	A	755002	35,572	32,369	0.91		2 of 4
		4700	Trainer	Hamilton, Carl L	A	722002	35,572	39,940	1.12		3 of 4
		4700	Trainer	Sung, Huy	A	722002	35,572	35,915	1.01		3 of 4
		4805	HR Specialist	Liu, Kim L	A	722001	35,572	26,756	0.75		1 of 4
		4805	HR Specialist	Steffen, Brad B	A	722001	35,572	38,058	1.07		3 of 4
		4850	HRIS Coordinator	Arrington, Jennifer A	A	711002	35,572	36,188	1.02		3 of 4
		5502	Systems Analyst II	Belmont, Steven L	A	266002	35,572	42,405	1.19		4 of 4
		5502	Systems Analyst II	Wilcher, Karen H	A	755001	35,572	35,661	1.00		3 of 4
		5503	Systems Analyst III	Thomas, Darrell R	A	755001	35,572	32,287	0.91		2 of 4

CMP004 Below-Minimum Analysis Report

Description

This report lists all employees whose annual pay rate is below the minimum amount set for the salary grade. The report shows the minimum amount, the employee's annual rate, and the amount below both in dollars and as a percentage.

To access the Below-Minimum Analysis report, make the following selections from PayForce:

HR/Compliance ~ Reports ~ Below-Minimum Analysis (CMP004)

Environment:DOCPF107
 Report ID: CMP004
 Automatic Data Processing, Inc.
 As Of Date: 10/01/2006

Below-Minimum Analysis

Page No. 1
 Run Date: 11/08/2006
 Run Time: 13:42:32

<u>Salary Grade</u>	<u>Minimum Salary</u>	<u>Job Code</u>	<u>Job Title</u>	<u>Name</u>	<u>Dept ID</u>	<u>Annual Rate</u>	<u>Amount Below</u>	<u>Percent Below</u>
MDSE10	22,238	5501	Systems Analyst I	Lacy,Sandra J	755001	20,573.44	1,664.56	7.49
MID/N07	34,025	3104	Sr. Clerk	McCallister,Laura A	244002	22,823.84	11,201.16	32.92E

End of Report

CMP005 Above-Maximum Analysis Report

Description

This report is the same as the Below-Minimum Analysis (CMP004) except that it shows employees making more than the maximum amount in their salary grade. It lists the salary grades containing employees over maximum and the associated maximum amount.

For each employee, the report shows job code and title, name, department ID, annual rate of pay, and the amount above the maximum expressed in dollars and as a percentage.

To access the Above-Maximum Analysis report, make the following selections from PayForce:

HR/Compliance ~ Reports ~ Above-Maximum Analysis (CMP005)

Environment: DOCPF107
 Report ID: CMP005
 Automatic Data Processing, Inc
 As Of Date: 10/01/2006

Above-Maximum Analysis

Page No. 1
 Run Date: 11/08/2006
 Run Time: 13:44:31

Salary Grade	Maximum Salary	Job Code	Job Title	Name	Dept ID	Annual Rate	Amount Above	Percent Above
/	0	3001	Technical Support Specialist 2	Marco, Juan R	222002	29,669.12	29,669.12	999.99
/	0	3001	Technical Support Specialist 2	McMann, Marcia R	222002	31,609.76	31,609.76	999.99
/	0	3001	Technical Support Specialist 2	Painter, Kenneth D	222002	36,516.48	36,516.48	999.99
/	0	3002	Sr. Technical Support Spec.	Echols, Jonathon D	244001	40,031.68	40,031.68	999.99
/	0	3002	Sr. Technical Support Spec.	Kingsley, Linda F	222004	38,457.12	38,457.12	999.99
/	0	3002	Sr. Technical Support Spec.	Kingston, Michael J	244001	45,645.60	45,645.60	999.99
/	0	3002	Sr. Technical Support Spec.	St. Claire, Catherine M	244001	22,823.84	22,823.84	999.99
/	0	3002	Sr. Technical Support Spec.	Washinski, Deborah J	222002	37,658.40	37,658.40	999.99
/	0	3100	Clerk I	Barrington, Alexander L	233002	15,976.48	15,976.48	999.99
/	0	3100	Clerk I	Kennedy, Claude J	233001	15,976.48	15,976.48	999.99
/	0	3100	Clerk I	Petersen, Mark A	233001	18,258.24	18,258.24	999.99
/	0	3101	Clerk II	Baker, Jennifer	233002	21,681.92	21,681.92	999.99
/	0	3101	Clerk II	Prejean, Jean-Marc	233001	20,540.00	20,540.00	999.99
/	0	3101	Clerk II	Stevenson, Patrick M	233001	21,681.92	21,681.92	999.99
/	0	3104	Sr. Clerk	Langford, Elizabeth M	233002	41,082.08	41,082.08	999.99
/	0	3200	Accountant I	Daniels, Wayne T	233001	22,823.84	22,823.84	999.99
/	0	3501	Administrative Assistant II	Lee, Anh T	222004	19,400.16	19,400.16	999.99
/	0	3501	Administrative Assistant II	Li, Joo	211003	31,838.56	31,838.56	999.99
/	0	3501	Administrative Assistant II	Meriwether, Marcia D	222004	35,079.20	35,079.20	999.99
/	0	4801	Comp./Benefits Analyst II	Jones, Kimberly S	222004	28,528.50	28,528.50	999.99
/	0	4802	Sr. Comp/Benefits Analyst	Stone, Karen A	222001	28,528.50	28,528.50	999.99
/	0	5701	Shipping/Receiving Clerk II	Chunn, Joseph	266003	28,529.28	28,529.28	999.99
/	0	6602	QA Inspector II	Mansfield, Thomas D	222003	28,188.16	28,188.16	999.99
/	0	6602	QA Inspector II	Woodman, Nancy M	222003	23,050.56	23,050.56	999.99
/	0	6603	Sr. QA Inspector	Banks, Susan M	222003	31,952.96	31,952.96	999.99
/	0	6603	Sr. QA Inspector	Langtree, Daniel E	222003	41,082.08	41,082.08	999.99
/	0	6603	Sr. QA Inspector	Manfried, Edward J	222003	46,446.40	46,446.40	999.99
/	0	6603	Sr. QA Inspector	Metter, Franklin J	222003	47,790.08	47,790.08	999.99
/	0	6603	Sr. QA Inspector	Nixon, Rachel R	222003	38,798.24	38,798.24	999.99
/	0	8800	Maintenance Technician I	Amin, Ali	266003	19,400.16	19,400.16	999.99
/	0	8800	Maintenance Technician I	Garrison, Tammy L	266003	18,830.24	18,830.24	999.99
/	0	8800	Maintenance Technician I	Richmond, Gregory L	266003	25,677.60	25,677.60	999.99
/	0	8801	Maintenance Technician II	Hopewell, Gregory J	266003	33,092.80	33,092.80	999.99
/	0	8802	Sr. Maintenance Technician	Fancher, Juanita L	266003	38,798.24	38,798.24	999.99
/	0	8802	Sr. Maintenance Technician	Gibson, Randall R	266003	41,082.08	41,082.08	999.99E

End of Report

PER002 Employee Birthdays Report

Description

This report lists employee birthdays. It includes the following information for each employee: name, birth date, gender, department, and job title. Use this report to remind you about any special dates or events that may be observed by your company.

Select report output options that you want to use when you run the report. You can select any of the options or all three. The report output will default to **Report (LIS)** if you do not select an output option. The options include:

- **Report (LIS)**
- **Report (PDF)**
- **Text File (CSV)**

To access the Employee Birthdays report, make the following selections from PayForce:

HR/Compliance ~ Reports ~ Employee Birthdays (PER002)

Environment: DOCPF107
 Report ID: PER002
 Automatic Data Processing, Inc.

Employee Birthdays

Page No. 1
 Run Date: 11/01/2006
 Run Time: 14:37:05

<u>Month</u>	<u>Employee Name</u>	<u>Birth Day</u>	<u>Sex</u>	<u>Department</u>	<u>Job Title</u>
JANUARY	Chestnut,Helen Morgan	1	F	Training & Development	Sr. Trainer
	Thomas,Darrell R	24	M	Systems Administration	Systems Analyst III
	Hassen,Rasheed	30	M	Facilities	Manager
	Kingsley,James H	30	M	Network Services	Technical Support Specialist 2
FEBRUARY	Meriwether,Marcia D	6	F	Employee Relations	Administrative Assistant II
	McMann,Marcia R	14	F	Training & Development	Technical Support Specialist 2
	Johnson,Elizabeth A	15	F	Human Resources	Vice Pres, Human Resources
	Griffin,Dean D	26	M	Compensation & Benefits - NA	Comp/Benefits Analyst I
	Manhardt,Leslie F	27	F	Compensation & Benefits - NA	HR Specialist
MARCH	Barrington,Alexander L	5	M	Payroll	Clerk I
	Prejean,Jean-Marc	5	M	Accounting	Clerk II
	Petersen,Mark A	8	M	Accounting	Clerk I
	Stevenson,Patrick M	9	M	Accounting	Clerk II
	Philips,Susan Langston	12	F	Staffing	Recruiter
	Sung,Huy	12	M	Training & Development	Trainer
	McDonald,Samantha Y	15	F	Payroll	Accountant I
	Stone,Karen A	21	F	Comp & Benefits-Products Div	Sr. Comp/Benefits Analyst
	Lee,Anh T	23	F	Employee Relations	Administrative Assistant II
Hamilton,Carl L	28	M	Training & Development	Trainer	
APRIL	Lacy,Sandra J	1	F	Systems Administration	Systems Analyst I
	Kingsley,Linda F	3	F	Employee Relations	Sr. Technical Support Spec.
	Danford,Regina L	6	F	Production-East	Assembler II
	Chunn,Joseph	14	M	Distribution-East	Shipping/Receiving Clerk II
	Carlson,Dawn E	15	F	Accounts Payable	Accountant I
	Henry,Mark Adam	27	M	Employee Relations	HR Specialist
MAY	Baker,Chad D	5	M	Compensation & Benefits - NA	Comp/Benefits Analyst I
	Liu,Kim L	7	F	Compensation & Benefits - NA	HR Specialist
	Yager,Carl E	7	M	Staffing	Recruiter
	Alvarez,Francisca M	9	F	Health & Safety	HR Specialist
	Harrington,Carolyn L	11	F	Accounting	Accountant II
	Landreth,Alex S	12	M	Employee Relations	Clerk II
	Jones,Kimberly S	18	F	Employee Relations	Comp./Benefits Analyst II
	Steffen,Brad B	24	M	Compensation & Benefits - NA	HR Specialist
	Brent,Peter K	26	M	Facilities	Sr. Maintenance Technician
	Garrison,Tammy L	28	F	Distribution-East	Maintenance Technician I
	Daniels,Joseph W	30	M	Training & Development	Sr. Trainer
	JUNE	Davis,Marshall E	7	M	Compensation & Benefits - NA

PER003 Years of Service Report

Description

This report lists employees who have completed a certain number of years of service with your organization. It provides the employee name, date hired, termination date (if applicable), rehire date (if applicable), service date, length of service (expressed in years and months), the employee's department, and job title. Use this report as a reminder of employees who are eligible for vested benefits plans or service recognition awards.

To access the Years of Service report, make the following selections from PayForce:

HR/Compliance ~ Reports ~ Years of Service (PER003)

Environment: DOCPF107
 Report ID: PER003
 Automatic Data Processing, Inc.

Years of Service Report

Page No. 1
 Run Date: 11/08/2006
 Run Time: 13:47:02

Employees with less than 99 year(s) of service

<u>Employee Name</u>	<u>Hire Date</u>	<u>Termination Date</u>	<u>Rehire Date</u>	<u>Service Date</u>	<u>Service Yrs</u>	<u>Mths</u>	<u>Department</u>	<u>Job Title</u>
Metter, Franklin J	10/01/2000			01/02/2000	2	6	Recruitment	Sr. QA Inspector
O'Connell, Rachel M	10/01/2000			01/02/2000	2	6	Atlanta	Technical Support Specialist 2
Patterson, L Kay	10/01/2000			01/01/2000	2	6	Employee Relations	HR Specialist
St. Claire, Catherine M	10/01/2000			01/02/2000	2	6	Atlanta	Sr. Technical Support Spec.
Stone, Karen A	10/01/2000			01/02/2000	2	6	Comp & Benefits-Products Div	Sr. Comp/Benefits Analyst
Addington, Gregory J	10/01/2000			01/15/2000	2	5	Network Services	Sr. Technical Support Spec.
Brown, James R	10/01/2000			02/01/2000	2	5	Compensation & Benefits - NA	Sr. Comp/Benefits Analyst
Garrison, Tammy L	10/01/2000			01/23/2000	2	5	Distribution-East	Maintenance Technician I
Landreth, Alex S	10/01/2000			01/04/2000	2	5	Employee Relations	Clerk II
Livingston, Stephanie J	10/01/2000			02/01/2000	2	5	Accounting	Manager, Accounting
McDonald, Samantha Y	10/01/2000			01/12/2000	2	5	Payroll	Accountant I
Sanchez, Marguerite S	10/01/2000			01/15/2000	2	5	Compensation & Benefits - NA	Comp/Benefits Analyst I
Wilcher, Karen H	10/01/2000			02/01/2000	2	5	Systems Administration	Systems Analyst II
Alvarez, Francisca M	10/01/2000			02/08/2000	2	4	Health & Safety	HR Specialist
Chestnut, Helen Morgan	10/01/2000			03/01/2000	2	4	Training & Development	Sr. Trainer
Danford, Regina L	10/01/2000			02/20/2000	2	4	Production-East	Assembler II
Daniels, Joseph W	10/01/2000			02/16/2000	2	4	Training & Development	Sr. Trainer
Derosa, Carol W	10/01/2000			02/09/2000	2	4	Division Officers	Director, Operations
Eldridge, Randall C	10/01/2000			02/13/2000	2	4	Human Resources	HRIS Coordinator
Gibson, Randall R	10/01/2000			02/17/2000	2	4	Distribution-East	Sr. Maintenance Technician
Langtree, Daniel E	10/01/2000			02/19/2000	2	4	Recruitment	Sr. QA Inspector
Liu, Kim L	10/01/2000			02/18/2000	2	4	Compensation & Benefits - NA	HR Specialist
Nixon, Rachel R	10/01/2000			02/19/2000	2	4	Recruitment	Sr. QA Inspector
Painter, Kenneth D	10/01/2000			02/20/2000	2	4	Training & Development	Technical Support Specialist 2
Diaz, L Hector	10/01/2000			03/18/2000	2	3	Network Services	Technical Support Specialist 2
Henry, Mark Adam	10/01/2000			03/17/2000	2	3	Employee Relations	HR Specialist
Hopewell, Gregory J	10/01/2000			04/01/2000	2	3	Distribution-East	Maintenance Technician II
Marco, Juan R	10/01/2000			04/01/2000	2	3	Training & Development	Technical Support Specialist 2
Martinez, Stuart I	10/01/2000			03/06/2000	2	3	Accounts Payable	Tax Accountant
Thomas, Darrell R	10/01/2000			03/14/2000	2	3	Systems Administration	Systems Analyst III
Belmont, Steven L	10/01/2000			04/18/2000	2	2	Customer Service-East	Systems Analyst II
Davis, Marshall E	10/01/2000			04/20/2000	2	2	Compensation & Benefits - NA	Sr. Comp/Benefits Analyst
Hamilton, Carl L	10/01/2000			04/18/2000	2	2	Training & Development	Trainer
Steffen, Brad B	10/01/2000			04/27/2000	2	2	Compensation & Benefits - NA	HR Specialist
Campbell, K Jeffrey	10/01/2000			05/28/2000	2	1	Payroll	Clerk II
DePalma, Robert J	10/01/2000			05/06/2000	2	1	Administration	Vice President, Business Devel
King, G Andrew	10/01/2000			05/30/2000	2	1	Systems Administration	Systems Analyst III
Sung, Huy	10/01/2000			05/15/2000	2	1	Training & Development	Trainer
Woodman, Nancy M	10/01/2000			05/21/2000	2	1	Recruitment	QA Inspector II
Brent, Peter K	10/01/2000			07/02/2000	2	0	Facilities	Sr. Maintenance Technician
Fancher, Juanita L	10/01/2000			07/01/2000	2	0	Distribution-East	Sr. Maintenance Technician
Griffin, Dean D	10/01/2000			07/01/2000	2	0	Compensation & Benefits - NA	Comp/Benefits Analyst I
Kingston, Michael J	10/01/2000			06/30/2000	2	0	Atlanta	Sr. Technical Support Spec.
Madison, A Brenda	10/01/2000			06/14/2000	2	0	Health & Safety	Clerk I

PER004 Emergency Contacts Report

Description

This report lists all emergency contacts entered for each employee in the system. It shows employee name, department, contact, telephone number, and relationship to the employee. The report places a Y in the Primary column for primary contacts.

To access the Emergency Contacts report, make the following selections from PayForce:

HR/Compliance ~ Reports ~ Emergency Contacts (PER004)

Environment: DOCPF107
 Report ID: PER004
 Automatic Data Processing, Inc

Emergency Contacts

Page No. 1
 Run Date: 11/08/2006
 Run Time: 13:49:32

<u>Employee Name</u>	<u>Department</u>	<u>Emergency Contact</u>	<u>Pri- mary?</u>	<u>Telephone Nbr</u>	<u>Relation- ship</u>
Baker,Chad D	Compensation & Benefits - NA	Baker,Mary	Y	770-251-5189	Spouse
		Baker,Gertrude		612/842-5152	Mother
Belmont,Steven L	Customer Service-East	Belmont,James	Y		Brother
Henry,Mark Adam	Employee Relations	Henry,Jane	Y	404/566-9200	Mother
O'Connell,Rachel M	Atlanta	O'Connell,Dorothy	Y	770/236-5987	SisterE

End of Report

PER010 Turnover Rate Report

Description

The PER010 report is intended for use by users with full access to all departments and pay groups within a company for monitoring the employee turnover rate and summary totals. If you do not have access to all departments or pay groups within a company, you can monitor the net turnover rate for your selection; however, the report will not reflect the overall company or pay group turnover rate.

To monitor the employee turnover rate, the PER010 report calculates the net turnover rate by department for a specified time period. Summary totals for companies and pay groups may also be calculated and printed. The report also produces two CSV files with relevant data that you can export to other programs to conduct turnover analysis.

To access the Turnover Rate report, make the following selections from PayForce:

HR/Compliance ~ Reports ~ Turnover Rate Report (PER010)

Environment: DOCPF107	Page No. 1
Report ID: PER010	Run Date: 06/19/2006
Automatic Data Processing, Inc	Run Time: 13:49:32
Turnover Rate Report	

For the period 01/01/1995 through 05/31/2006


Company	Pay Group	Begin Count	Hires/Retires	Terminations	Retirements	End Count	Turnover Rate	
DCI Corporate Offices	PGX DCI Corporate Paygroup	0	3	1	0	2	100.0 %	
		0	3	1	0	2	100.0 %	
DCP Operations	BIW Operations - Biweekly	1	90	4	4	83	19.0 %	
	MTH Operations - Monthly	0	29	0	0	29	0.0 %	
	RET Operations - Retires	1	30	3	0	28	20.7 %	
	WKY Operations - Weekly	0	0	0	4	-4	*	
		0	29	3	0	26	23.1 %	
DRD Research & Development	99Q Research & Development	0	10	0	1	9	22.2 %	
	99R R & D Monthly Retires	0	10	0	0	10	0.0 %	
DSS Consumer Products		0	0	0	1	-1	*	
	22D Autolink- Weekly	11	546	9	7	541	5.8 %	
	55P Autolink- Bi-Weekly	4	38	1	0	41	4.4 %	
	A39 Autolink NOSI - Bi-Weekly	7	37	4	0	40	17.0 %	
	ET1 Autolink Exp Flds-Weekly	0	43	0	0	43	0.0 %	
	ET2 Autolink Exp Flds Bi-Weekly	0	214	2	2	210	3.8 %	
	GF Autolink NOSI - Weekly	0	156	2	1	153	3.9 %	
	GTJ Autolink Exp Flds - Weekly	0	41	0	0	41	0.0 %	
	RAL Autolink Retires- Monthly	0	17	0	0	17	0.0 %	
		0	0	0	4	-4	*	
	INA Demco-Europe	INL Demco Europe	0	2	0	0	2	0.0 %
			0	2	0	0	2	0.0 %
	INP Demco-Pacific Rim	INT Demco Pacific Rim	0	2	0	0	2	0.0 %
			0	2	0	0	2	0.0 %
OPS Services	BIW EPayroll - Bi-Weekly	41	102	19	1	123	24.4 %	
	MTH EPayroll - Monthly	31	52	9	0	74	17.1 %	
	RET EPayroll Retires - Monthly	10	32	6	0	36	26.1 %	
	WKY EPayroll - Weekly	0	0	0	1	-1	*	
		0	20	2	0	18	22.2 %	
RTC Non-Employees	CNT Contract Group	0	2	0	0	2	0.0 %	
		0	2	0	0	2	0.0 %	
ZP1	PG1 ZP1PG1	0	165	0	0	165	0.0 %	
		0	165	0	0	165	0.0 %	
ZP2	PG1 ZP2PG1	0	4	0	0	4	0.0 %	
		0	4	0	0	4	0.0 %	

* Average number of employees is zero, therefore, the net turnover rate cannot be calculated.

PER016 Equal Employment Opportunity Employer Information Report EEO-1

Description

The Pre-2007 EEO-1 Related Reports process enables you to run any of the EEO reports that are delivered with PayForce for pre-2007 EEO-1 filing. This report produces a fileable EEO-1 report (except for the consolidated report, whose data must be transferred to the government form). This report includes all the information necessary to complete the U.S. government standard EEO-1 form for private sector organizations.

 The headquarters report, which is part of PER016, shows previous year counts regardless of the number of employees employed at the headquarters in the previous year. Previously, the report would only provide previous year counts if the number of employees at the headquarters in the previous year was 50 or greater.

The PER016 report has been modified so that it will now produce a fileable EEO-1 and will also produce an electronic file format. If you have obtained approval from the EEOC to file your EEO-1 report by Disk/Magnetic Tape formats, then you can use PayForce to generate the EEO-1 report in an electronic file format. If filing using the electronic file format, you can use information from the Fileable EEO-1 Consolidated Report to complete EEOC Form 352B, Magnetic Tape/Diskette Certification Form.

The three-page report sample that follows contains the following report sections: 1) the first page, which provides information on the headquarters of the organization, is an example from the fileable portion of the report, 2) the second page is a similar report for an individual establishment within the organization (such as a division or location); and 3) the third page is the consolidated portion of the report which, as indicated above, is not fileable and must be transferred to Form 100.

To access the Equal Employment Opportunity Employer Information report, make the following selections from PayForce:

HR/Compliance ~ Pre-2007 EEO-1 Reports ~ EEO-1 (PER016)

CO=166573-2
 U=166573-0
 NAICS/SIC=33422 - 3660

EQUAL EMPLOYMENT OPPORTUNITY
 2006 EMPLOYER INFORMATION REPORT EEO-1
 HEADQUARTERS REPORT - TYPE 3

PAGE 1

SECTION B - COMPANY IDENTIFICATION

1. Digital Electronics Media Corp
 1442 Peachtree Industrial Blvd
 Norcross Gwinnett
 GA 30092

2.a. Digital Electronics Media Corp
 1442 Peachtree Industrial Blvd
 Norcross Gwinnett
 GA 30092

b. EI=220000010

c. **N**

SECTION C - TEST FOR FILING REQUIREMENT

1-Y 2-Y 3-Y DUNS NO.:

SECTION E - ESTABLISHMENT INFORMATION

1- Communications Equipment

SECTION D - EMPLOYMENT DATA

JOB CATEGORIES	TOTAL B-K	***** MALE *****					***** FEMALE *****				
		(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
OFFICIALS AND MANAGERS..... (1)	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS..... (2)	0	0	0	0	0	0	0	0	0	0	0
TECHNICIANS..... (3)	0	0	0	0	0	0	0	0	0	0	0
SALES WORKERS..... (4)	0	0	0	0	0	0	0	0	0	0	0
OFFICE AND CLERICAL..... (5)	0	0	0	0	0	0	0	0	0	0	0
CRAFT WORKERS (SKILLED)..... (6)	0	0	0	0	0	0	0	0	0	0	0
OPERATIVES (SEMI-SKILLED)..... (7)	0	0	0	0	0	0	0	0	0	0	0
LABORERS (UNSKILLED)..... (8)	0	0	0	0	0	0	0	0	0	0	0
SERVICE WORKERS..... (9)	0	0	0	0	0	0	0	0	0	0	0
TOTAL (10)	0	0	0	0	0	0	0	0	0	0	0
PREVIOUS REPORTED TOTAL (11)											

* OTHER QUESTIONS *

1 - 09/15/1997 THRU 10/01/2006

2 - N

CO=166573-2
 U=166573-0
 NAICS/SIC=33422 - 3660

EQUAL EMPLOYMENT OPPORTUNITY
 2006 EMPLOYER INFORMATION REPORT EEO-1

CONSOLIDATED REPORT

SECTION B - COMPANY IDENTIFICATION

1. Digital Electronics Media Corp
 1442 Peachtree Industrial Blvd
 Norcross Gwinnett
 GA 30092

2.a. Digital Electronics Media Corp
 1442 Peachtree Industrial Blvd
 Norcross Gwinnett
 GA 30092

b. EI=220000010

c. **N**

SECTION C - TEST FOR FILING REQUIREMENT

1-Y 2-Y 3-Y DUNS NO.:

SECTION D - EMPLOYMENT DATA

JOB CATEGORIES	TOTAL B-K	***** MALE *****					***** FEMALE *****				
		(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
OFFICIALS AND MANAGERS..... (1)	7	1	1	0	2	0	1	2	0	0	0
PROFESSIONALS..... (2)	31	8	7	1	1	0	6	4	2	2	0
TECHNICIANS..... (3)	0	0	0	0	0	0	0	0	0	0	0
SALES WORKERS..... (4)	0	0	0	0	0	0	0	0	0	0	0
OFFICE AND CLERICAL..... (5)	26	8	2	2	0	2	6	3	1	2	0
CRAFT WORKERS (SKILLED)..... (6)	7	3	0	0	0	2	1	0	1	0	0
OPERATIVES (SEMI-SKILLED)..... (7)	9	3	0	0	1	1	2	1	1	0	0
LABORERS (UNSKILLED)..... (8)	0	0	0	0	0	0	0	0	0	0	0
SERVICE WORKERS..... (9)	0	0	0	0	0	0	0	0	0	0	0
TOTAL (10)	80	23	10	3	4	5	16	10	5	4	0
PREVIOUS REPORTED TOTAL (11)											

 * DO NOT FILE THIS FORM - TRANSFER TO STANDARD FORM 100 *

PER016A EEO-1 Establishment List - Fewer than 50 Persons Report

Description

The Pre-2007 EEO-1 Related Reports process enables you to run any of the EEO reports that are delivered with PayForce for pre-2007 EEO-1 filing. This report produces a list of EEO establishments (other than headquarters units) that employ fewer than 50 people.

To access the EEO-1 Establishment List - Fewer than 50 Persons report, make the following selections from PayForce:

HR/Compliance ~ Pre-2007 EEO-1 Reports ~ EEO-1 Less than 50 Emps (PER016A)

Database: DOCPF107
 Report ID: PER016A
 As Of Date: 10/01/2006

Automatic Data Processing, Inc.
 2006 EEO-1 Establishment List - Fewer than 50 Persons

Page No. 1
 Run Date 11/08/2006
 Run Time 14:05:47

<u>Name and Address</u>	<u>Major Business Activity</u>	<u>Employee Count</u>
Establishments controlled by Digital Electronics Media Corp		
Medical Northeast Region 3999 Memorial Way Clifton Dixion NJ 48847	Healthcare	1
NSC Midwest Region 100 Northwest Point Blvd Elk Grove Village DuPage IL 60007	Communication Equipment	7
Satellite Systems 1450 Peachtree Industrial Blvd Norcross Gwinnett GA 30092	Communications Equipment	39
NSC Northeast Region 205 Main Avenue Clifton Passaic NJ 07015	Communications Equipment	4
NSC Southeast Region 5800 Windward Parkway Alpharetta Fulton GA 30005	Communications Equipment	21
NSC West Region 12610 Park Plaza Drive Cerritos Calaveras CA 90701	Communications Equipment	8

PER016B EEO Excluded Employees Listing Report

Description

The Pre-2007 EEO-1 Related Reports process enables you to run any of the EEO reports that are delivered with PayForce for pre-2007 EEO-1 filing. This report produces a list of employees who are active, on-leave, or suspended, but who will be excluded from PER016 (the fileable EEO-1 report). PER016B is an audit report that is not filed with the EEO-1 reports.

The report sample has two parts - the first page shows employees who have been listed twice on the PER016 (Fileable EEO1 report) because they have multiple jobs. The second part shows employees who are excluded from the EEO-1 report for specific reasons (shown in the EEO Code column).

To access the EEO Excluded Employees Listing report, make the following selections from PayForce:

HR/Compliance ~ Pre-2007 EEO-1 Reports ~ EEO-1 Excluded Employees (PER016B)

Environment: DOCPF107	EEO Excluded Employees Listing	Page No.: 1
Report ID: PER016B		Run Date: 11/08/2006
Automatic Data Processing, Inc.		Run Time: 14:08:47

The following employees will not be included in PER016 (the Fileable EEO1 report) because of the listed codes.

<u>EmpId</u>	<u>Rc#</u>	<u>Name</u>	<u>Sex</u>	<u>Ethnic Group</u>	<u>Job Code Class</u>	<u>EEO Code</u>	<u>EEO Code</u>	<u>Reg /Temp</u>	<u>Location</u>	<u>Establishment</u>
777007	0	Arrington, Jennifer A			4850	No EEO-1	No EEO-1		BOSTN	NTHE
777003	0	Eldridge, Randall C			4850	No EEO-1	No EEO-1		DALL	STHE
777022	0	Franklin, Paul J			4702	No EEO-1	No EEO-1		DALL	STHE

End of Report

PER016C EEO-1 Included Employees Report

Description

The Pre-2007 EEO-1 Related Reports process enables you to run any of the EEO reports that are delivered with PayForce for pre-2007 EEO-1 filing. This report produces a list of employees by location who will be included in PER016 (the fileable EEO-1 report). PER016C is an audit report that is not filed with the EEO-1 reports.

To access the EEO-1 Included Employees report, make the following selections from PayForce:

HR/Compliance ~ Pre-2007 EEO-1 Reports ~ EEO-1 Included Employees (PER016C)

Environment: DDCPF107
 Report ID: PER016C
 Automatic Data Processing, Inc.

EEO-1 Included Employees

Page No. 1
 Run Date: 11/08/2006
 Run Time: 14:12:17

Headquarters Establishment: HDQTR
Establishment: NORCR
Digital Electronics Media Corp
Satellite Systems

EmpID	Name	Sex	Ethnic Group	Job Code	EEO Class	EEO Code	Reg/Temp	Location
381508	Ann, Ah	M	White	8800	None	Craft Wkr	R	NORCR
381801	Baker, Jennifer	F	White	3101	None	Clerical	R	NORCR
381504	Banks, Susan M	F	White	6603	None	Operatives	R	NORCR
381206	Barrington, Alexander L	M	White	3100	None	Clerical	R	NORCR
381204	Behnon, Steven L	M	Black	5502	None	Professns	R	NORCR
381003	Chann, Joseph	M	Asian	5701	None	Operatives	R	NORCR
381511	Danford, Regina L	F	Hispanic	6502	None	Operatives	R	NORCR
381509	Daniels, Wayne T	M	Black	3200	None	Professns	R	NORCR
381207	Echols, Jonathan D	M	Black	3002	None	Clerical	R	NORCR
381701	Fancher, Jhanna L	F	Hispanic	8802	None	Craft Wkr	R	NORCR
381904	Garrison, Tammy L	F	White	8800	None	Craft Wkr	R	NORCR
381002	Gibson, Randall R	M	Am Indian	8802	None	Craft Wkr	R	NORCR
381402	Henry, Mark Adam	M	White	4805	None	Professns	R	NORCR
381301	Hopewell, Gregory J	M	Am Indian	8801	None	Craft Wkr	R	NORCR
381413	Jones, Kimberly S	F	Black	4801	None	Professns	R	NORCR
381507	Kennedy, Claude J	M	Am Indian	3100	None	Clerical	R	NORCR
381702	Kingsley, Linda F	F	White	3002	None	Clerical	R	NORCR
381503	Langston, Michael J	F	White	3002	None	Clerical	R	NORCR
381804	Langford, Elizabeth M	M	Black	3104	None	Clerical	R	NORCR
381303	Langrec, Daniel E	M	White	6603	None	Operatives	R	NORCR
381410	Lee, Anh T	F	Asian	3501	None	Clerical	R	NORCR
381902	Li, Ioo	F	Asian	3501	None	Clerical	R	NORCR
381412	Manfield, Edward J	M	White	6603	None	Operatives	R	NORCR
381501	Manfield, Thomas D	M	Am Indian	6602	None	Operatives	R	NORCR
381409	Marco, Juan R	M	Hispanic	3001	None	Clerical	R	NORCR
381502	McMann, Marcia R	F	Black	3001	None	Clerical	R	NORCR
381205	Meriwether, Marcia D	F	Hispanic	3501	None	Clerical	R	NORCR
381510	Meter, Franklin J	M	White	6603	None	Operatives	R	NORCR
381407	Nixon, Rachel R	F	Black	6603	None	Operatives	R	NORCR
381901	O'Connell, Rachel M	F	White	3001	None	Clerical	R	NORCR
381408	Painter, Kenneth D	M	White	3001	None	Clerical	R	NORCR
381505	Peterson, Mark A	M	White	3100	None	Clerical	R	NORCR
381404	Pejean, Jean-Marc	M	White	3101	None	Clerical	R	NORCR
381411	Reichmond, Gregory L	M	White	8800	None	Craft Wkr	R	NORCR
381506	St. Claire, Catherine M	F	White	3002	None	Clerical	R	NORCR
381601	Stevenson, Patrick M	M	Am Indian	3101	None	Clerical	R	NORCR
381802	Stone, Karen A	F	Black	4802	None	Professns	R	NORCR
381803	Washinski, Deborah J	F	White	3002	None	Clerical	R	NORCR
381803	Woodman, Nancy M	F	White	6602	None	Operatives	R	NORCR

PER016D EEO-1 With Fewer than 50 Persons Detail Report

Description

The Pre-2007 EEO-1 Related Reports process enables you to run any of the EEO reports that are delivered with PayForce for pre-2007 EEO-1 filing. The PER016D report lists establishments with fewer than 50 employees in a format that is compatible for interactive diskette. This report, which is intended as an aid for Interactive Diskette Filing, is similar to PER016A (which provides a summary report on paper).

Online filing is the preferred filing method. In order to expedite the transfer of the consolidated information for establishments with under 50 employees, use the Consolidated Report portion of this report (PER016D).

To access the EEO-1 With Fewer than 50 Persons Detail report, make the following selections from PayForce:

HR/Compliance ~ Pre-2007 EEO-1 Reports ~ EEO-1 With Fewer Than 50 Persons Detail (PER016D)

CO=166573-2
 U=166573-8
 NAICS/SIC=33422

2006 EEO-1 ESTABLISHMENT LIST DETAIL
 FOR FEWER THAN 50 PERSONS

SECTION B - COMPANY IDENTIFICATION

1. Digital Electronics Media Corp
 1442 Peachtree Industrial Blvd
 Norcross Gwinnett
 GA 30092

2.a. Satellite Systems
 1450 Peachtree Industrial Blvd
 Norcross Gwinnett
 GA 30092

b. EI=220000010

c. **N**

SECTION C - TEST FOR FILING REQUIREMENT

1-Y 2-Y 3-Y DUNS NO.:

SECTION E - ESTABLISHMENT INFORMATION

1- Communications Equipment

SECTION D - EMPLOYMENT DATA

JOB CATEGORIES	TOTAL B-K	***** MALE *****		***** FEMALE *****							
		(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
OFFICIALS AND MANAGERS..... (1)	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS..... (2)	5	1	2	0	0	0	0	2	0	0	0
TECHNICIANS..... (3)	0	0	0	0	0	0	0	0	0	0	0
SALES WORKERS..... (4)	0	0	0	0	0	0	0	0	0	0	0
OFFICE AND CLERICAL..... (5)	19	5	1	1	0	2	5	2	1	2	0
CRAFT WORKERS (SKILLED)..... (6)	6	2	0	0	0	2	1	0	1	0	0
OPERATIVES (SEMI-SKILLED)..... (7)	9	3	0	0	1	1	2	1	1	0	0
LABORERS (UNSKILLED)..... (8)	0	0	0	0	0	0	0	0	0	0	0
SERVICE WORKERS..... (9)	0	0	0	0	0	0	0	0	0	0	0
TOTAL (10)	39	11	3	1	1	5	8	5	3	2	0
PREVIOUS REPORTED TOTAL (11)											

* OTHER QUESTIONS *

1 - 09/15/1997 THRU 10/01/2006

2 - N

 * DO NOT FILE THIS FORM - TRANSFER INFORMATION AS APPROPRIATE WHEN FILING ONLINE *

PER018 Occupational Injury/Illness Log - OSHA 200 Report

The OSHA 200 Occupational Injury/Illness Log report (PER018) meets the Occupational Safety and Health Administration's (OSHA) requirements for reporting occupational injuries or illnesses. It lists the case numbers and details of each injury or illness for the calendar year.

The information shown for each case number includes:

- Employee name, job title, and department
- Injury description
- Number of days away from work or restricted from working (if applicable)
- Outcome of the injury or illness
- Date of death (if applicable)

To access Occupational Injury/Illness Log - OSHA 200 report, make the following selections from PayForce:

HR/Compliance ~ Workers' Compensation ~ OSHA 200 Report (PER018)

PER026 Employee Profile Report

Description

This report provides a summary of pertinent information about the employment status of your employees. It provides managers with a quick reference to use in the review process and as a turnaround document for communicating changes in employment status.

Our standard report format includes information such as: name, employee ID, department, and salary history. It also lists personal information that you can verify for database updates, such as home address and emergency contacts.

Select report output options that you want to use when you run the report. You can select any of the options or all three. The report output will default to **Report (LIS)** if you do not select an output option. The options include:

- **Report (LIS)**
- **Report (PDF)**
- **Text File (CSV)**

To access the Employee Profile report, make the following selections from PayForce:

HR/Compliance ~ Reports ~ Employee Profile (PER026)

Employee Data

Empl ID	Name	Today's Date:	11/18/2006
KLB67	Bean,Francis		
Full Name		Mgr. Name:	Faulk,Marshall
Francis Bean			
Service Date:	10/02/2004	Mgr. Location/Dept:	HDQTR/1200

Job Information

Department	Shift	Location	Department Name				
*0100	*N	*HDQTR	Enterprise				
Job Code	Grade	Job Title	Job Date	Grade Dt	FLSA Status		
*1008	*N06	Orthopedic Technician	10/02/2004	10/02/2004	*N		
Compensation Rate		Annual Rate	Change Amount	Action	Eff Date	Emp Status	
*	14.0000	29,120.00	0.0000	HIR	10/02/2005	*Active	

Employee Review Information

Next Rvw Dt	Review Date	Review Rating
--------------------	--------------------	----------------------

Personal Information

Address	Home Phone
29 Aasasdfklkj Honolulu , HI 29384 USA	

Primary Emergency Contact	Emergency Contact
----------------------------------	--------------------------

Education Information

Date Earned	Degree	School Name	Major	Date Earned	Degree	School Name	Major
Skill		Skill		Skill			

PER031 State and Local Government Information - EEO-4 Report

Description

This report meets all government reporting requirements as specified in the EEOC Form 164, “State and Local Government Information (EEO-4)” Instruction Booklet. Beginning with the 1993 survey year and biennially (every odd- numbered year) thereafter, those who must file this report include: 1) all States; 2) all other political jurisdictions which have 100 or more employees; and 3) a sample of those political jurisdictions which have 15-99 employees. The sample is rotated biennially, so that none of the smaller jurisdictions will be required to file in consecutive survey years, but all will be required to file in their turn. Sample jurisdictions will be informed by receipt of the forms that they have been selected to report in a particular survey year.

The purpose of this report is to bring about uniformity in State and local government record keeping and reporting and should serve as a valuable tool for use by the political jurisdictions in evaluating their own internal programs for ensuring equal employment opportunity.

The report sample shows only the first page of the report and the certification statement.

To access the EEO-4 report, make the following selections from PayForce:

HR/Compliance ~ EEO Information & Reports ~ EEO-4 (PER031)

REV. EEO-4 1995

DIGITAL ELECTRONICS MEDIA CORP
 STATE AND LOCAL GOVERNMENT INFORMATION
 2000 EEO-4 REPORT

PAGE 001

DIGITAL ELECTRONICS MEDIA CORP
 EXECUTIVE - HUMAN RESOURCES
 1442 PEACHTREE INDUSTRIAL BLVD
 NORCROSS, GA 30092

CONTROL NUMBER 12345678

FUNCTIONS: 01 07 10

2. OTHER THAN FULL-TIME EMPLOYEES

JOB CATEGORY	TOTAL	MALE						FEMALE			
	A	B	C	D	E	F	G	H	I	J	K
	74	0									
TOTAL NEW HIRES	83	0	0	0	0	0	0	0	0	0	0

CERTIFICATION. I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.)

NAME OF PERSON TO CONTACT REGARDING THIS REPORT: ZIMMER, ELIZABETH

TITLE: EXECUTIVE - HUMAN RESOURCES

ADDRESS: 1442 PEACHTREE INDUSTRIAL BLVD, NORCROSS, GA 30092 TELEPHONE NUMBER (INCLUDE AREA CODE): 770-256-8596

DATE: 28-NOV-2000

TYPED TITLE OF CERTIFYING OFFICIAL: EXECUTIVE - HUMAN RESOURCES

SIGNATURE OF CERTIFYING OFFICIAL:

REV. EEO-4 1995

DIGITAL ELECTRONICS MEDIA CORP
AGENCY LISTING
2000 EEO-4 REPORT

PAGE 002

DIGITAL ELECTRONICS MEDIA CORP
EXECUTIVE - HUMAN RESOURCES
1442 PEACHTREE INDUSTRIAL BLVD
NORCROSS, GA 30092

CONTROL NUMBER 12345678

01 Comp & Benefits-Products Div
01 Human Resources

07 Cardiac Care Unit
07 General Medical
07 Intensive Care
07 Labor & Delivery
07 Nursing Administration
07 Orthopedic

10 Advertising

PER032 Family and Medical Leave Report

Description

The Family and Medical Leave Report (PER032) lists the type of leave, leave date, and return date for all company employees who take leave from their jobs under the Family and Medical Leave Act (FMLA).

To access the Family and Medical Leave report, make the following selections from PayForce:

HR/Compliance ~ LOA/FMLA ~ FMLA Taken Report (PER032)

Environment: DOCPF20
 Report ID: PER032
 Automatic Data Processing, Inc.

Family and Medical Leave Report

Page No.: 1
 Run Date: 03/27/2009
 Run Time: 10:27:09

For the period 01/01/2008 through 01/01/2009

<u>Employee Name</u>	<u>Employee ID</u>	<u>Leave Reason</u>	<u>Leave Date</u>	<u>Return Date</u>	<u>Hours</u>	<u>Caregiver Hours</u>	<u>Approved</u>	<u>Paid?</u>	<u>Leave Type</u>
McCain,Laura A	222010	Birth	01/01/2009		120.00	60.00	Yes		
					120.00	60.00			
Smith,Kimberly S	222007	Birth	01/01/2009		200.00	0.00	Yes		
					200.00	0.00			

PER033 Report of Organization Worksheet Report

Description

This report provides establishment employee count and wage information used by the Census Bureau Report NC-9901.

To access the Report of Organization Worksheet report, make the following selections from PayForce:

HR/Compliance ~ EEO Information & Reports ~ Census Bureau Report of Organization (PER033)

Environment: DOCPF20
 Report ID: PER033
 Automatic Data Processing, Inc.

Report of Organization Worksheet

Page No.: 1
 Run Date: 03/18/2009
 Run Time: 13:48:30

Company: DCP Operations

Reporting Year: 2005

<u>Estab ID</u>	<u>Establishment Name</u>	<u>Establishment Address</u>	<u>Number of Employees as of 03/12/2005</u>	<u>First Quarter Payroll</u>	<u>Annual Payroll</u>
STLOU	Midwest Region	1550 Scott Avenue St. Louis MO 63103	2	9,985.91	55,962.99
MIDW	NSC Midwest Region	100 Northwest Point Blvd Elk Grove Village IL 60007	2	12,711.63	26,030.46
Company Total			4	22,697.54	81,993.45

PER040 OSHA 300 Log Report

Description

OSHA 300 Log report (PER040) lists the case numbers and details of any work-related injuries or illnesses in the organization for each calendar year. This reports meets Occupational Safety and Health Administration (OSHA) reporting requirements for occupational injuries and illnesses.

To access the OSHA 300 Log report, make the following selections from PayForce:

HR/Compliance ~ Workers' Compensation ~ OSHA 300 Log (PER040)

PER041 OSHA 301 Incident Report

Description

OSHA 301 Incident report (PER041) lists additional information for every injury or illness entered on the OSHA 300 form. The incident report record contains detailed information pertaining to how the injury or illness exposure occurred, identifies any objects or substances involved, and indicates the nature of the injury or illness and the part(s) of the body affected.

To access the OSHA 301 Incident report, make the following selections from PayForce:

HR/Compliance ~ Workers' Compensation ~ OSHA 301 Incident Report (PER041)

Establishment: NORCR Satellite Systems
 City: Norcross State: GA

OSHA Form 301--Injury and Illness Incident Report

Year: 2006

=====

COMPLETED BY: Jones, Kimberly S

TITLE: Comp./Benefits Analyst II

PHONE: 770/526-6598 DATE COMPLETED: 02/15/2006

SIGNATURE OF COMPLETER: _____

=====

1) FULL NAME: Henry, Mark Adam

2) STREET: 7572 Saybrook Drive
 CITY: Duluth STATE: GA ZIP: 30136

3) DATE OF BIRTH: 04/27/1962

4) DATE HIRED: 10/01/2000

5) GENDER: Male

=====

6) NAME OF PHYSICIAN OR OTHER HEALTH CARE PROFESSIONAL:

Dr. Perry

7) IF TREATMENT WAS GIVEN AWAY FROM THE WORKSITE, WHERE WAS IT GIVEN?

Facility:

Street:

City: State: ZIP:

8) WAS EMPLOYEE TREATED IN AN EMERGENCY ROOM?

No

9) WAS EMPLOYEE HOSPITALIZED OVERNIGHT AS AN IN-PATIENT?

No

=====

10) CASE NUMBER FROM THE LOG: 1-02

11) DATE OF INJURY OR ILLNESS: 02/15/2005

12) TIME EMPLOYEE BEGAN WORK: 08:30 AM

13) TIME OF EVENT: 09:10 AM

14) WHAT WAS THE EMPLOYEE DOING JUST BEFORE THE INCIDENT OCCURRED?

Walking

15) WHAT HAPPENED?

Employee slipped on wet cafeteria floor and sprained right wrist.

16) WHAT WAS THE INJURY OR ILLNESS?

Sprained right wrist

17) WHAT OBJECT OR SUBSTANCE DIRECTLY HARMED THE EMPLOYEE?

wet and slippery cafeteria floor

18) IF THE EMPLOYEE DIED, ON WHAT DATE DID DEATH OCCUR?

PER042 Summary of Cases, Days, and Incidents Report

Description

The OSHA 300A Summary form is used to show the totals for each category contained on the OSHA 300 log for the calendar year. The OSHA 300A Summary went into effect beginning with the (calendar) recording year of 2002. The OSHA 300A Summary for the previous calendar year must be posted from February 1 through April 30 of each year. To help you comply with this regulation, we are providing the Summary of Cases, Days, and Incidents report (PER042). The information on this report must be transferred to your OSHA 300A Summary Report form before posting the form.

The Summary of Cases, Days, and Incidents (PER042) provides all information for you to transfer to the OSHA 300A Summary form except the following:

- Annual average number of employees
- Total hours worked by all employees last year

To access the Summary of Cases, Days, and Incidents report, make the following selections from PayForce:

HR/Compliance ~ Worker's Compensation ~ Summary - Cases/Days/ Incidents (PER042)

OSHA Form 300A Summary of Work-Related Injuries and Illnesses

Year 2004

Employers with Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log before completing and accurate before completing this summary. Using the Log, count the individual entries you made for each category. Remember, making sure you've added the entries from every page of the Log. If you had no cases, write "0." Remember, employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or OSHA Form 300A, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

CASES

Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0
(H)	(I)	(J)

DAYS

Days away from work	Total number of days of job transfer or restriction
	0
	(L)

ILLNESS TYPES

0	(4) Poisonings	0
0	(5) Hearing loss	0
0	(6) All other illnesses	0

ESTABLISHMENT INFORMATION

Your establishment name Medical Southeast Region - ALPHA
 Street 288 Windward Pkwy
 City Alpharetta State GA Zip 38479
 Industry description Healthcare
 Standard Industrial Classification (SIC) 3423
 OR
 North American Industrial Classification (NAICS) 345436

EMPLOYMENT INFORMATION

Annual average number of employees 0
 Total hours worked by all employees last year 0

SIGN HERE

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate and complete.

 Company executive Title

 Phone Date

Report covers the period from February 1 to April 30 of the year following the year covered by the form.

Report is required to be submitted to OSHA form 300A per 1904.32(b)(2)(iii)

PER048 Employees Missing Birth Date Report

Description

This report identifies and lists all employees without birth date information. The output is ordered by Pay Group or Department, depending on input selections.

To access the Employees Missing Birth Date report, make the following selections from PayForce:

HR/Compliance ~ Reports ~ Employees Missing Birth Date (PER048)

Environment: ADPCLIENT
 Report ID: PER048
 Automatic Data Processing, Inc.

Employees Missing Birth Date

Page No. 199
 Run Date: 12/04/2006
 Run Time: 10:34:45

Pay Group:	YHX	DCI Corporate Paygroup	Employee ID	Name	Hire Date	File #
			01631	Angelico,Diana L	03/28/1994	620170
			01610	Bacon,Judy A	01/24/1994	620255
			01628	Baker,Susan L	11/03/1997	620290
			01609	Bennet,David H	10/05/1999	620452
			01650	Castillo,Elba	01/17/2000	620564
			01617	Chambers,Donna M	02/23/1993	620633
			01604	Downey,Judy	08/06/1990	620900
			01607	Fechter,Debbie	05/20/1991	621300
			01612	Gill,Melissa	11/03/1997	621615
			01712	Granados,Maria	05/28/1996	621679
			01629	Hallam,Marcia L	02/24/1997	621775
			01608	Hjerte,Donna R	11/03/1997	621894
			01599	Kimes,Joann M	04/27/1989	622570
			01618	Lesak,Sharon L	11/03/1997	622830
			01615	Lopez,Maria A	10/25/1999	623153
			01708	Martinez,Gloria	02/11/1998	623064
			01577	Musolf,Betty A	11/03/1997	009960
			01605	Noeline,Sue	04/29/1991	623385
			01594	Overaker,Sandra	11/03/1997	623720
			01625	Salisbury,Melody A	11/03/1997	624525
			01601	Soulisby,Deiva	11/03/1997	624488
			01623	Soulisby,Steven J	11/03/1997	624695
			01611	Torres,Mary Jo	01/28/1997	624847
			01595	York,Cheryl	04/01/2003	625996

Subtotal by Pay Group:

24

Grand Total:


11,813

End of Report

PER050 EEO-1 Report


Description

This report produces a data file that you can use for filing multi-establishment, and optionally, single establishment EEO-1 reporting. If you run the report for a multi-establishment employer, the report produces Consolidated, Headquarters Unit, Individual Establishment Report for Establishments with 50 or more Employees, and an optional Individual Establishment with less than 50 employees reports. If you run the report for a single-establishment employer, the report produces a single establishment report.

 The PER016D report may be used for multi-establishment reporting through 2006. For 2007 and beyond reporting, a separate report for detail for establishments with less than 50 employees is no longer delivered. This information is now included if you select the **Include Detail for Establishments with Less than 50 Employees** check box on the PER050 report.

If you select the **Multi-Establishment Employer** option and the **Include Detail for Establishments with Less than 50 Employees** check box, you do not need to use the PER050A report.

The PER050 report for EEO-1 filing is based on the primary job for selected employees and includes all the information necessary to produce the data file.

 The PER050 produces a printed report and a data file. The data file has been created based on the EEOC's specification's so that you may use the data file for filing. The EEOC will not accept the printed report. It is for your reference only and it reflects exactly what is on the data file. Each page of the printed report reflects a row of data in the data file. It is your responsibility to check with the EEOC about filing options. For more information, see the web site: www.eeoc.gov/.

The following conditions will cause an individual establishment and all its employees to be excluded from the PER050 report and data file:

- The individual establishment is set to inactive.
- The headquarters assigned to the individual establishment is set to inactive.
 - 📄 When a headquarters establishment is inactive, neither it nor all individual establishments that are assigned to it will be reported.
- The individual establishment has no employees.
- The individual establishment has employees, but they are all excluded from EEO reporting.
 - 📄 A listing of excluded employees displays on the PER050B report.

If the headquarters is set inactive, the headquarters establishment and all its employees are excluded from the PER050 report and data file. When a headquarters establishment is inactive, neither it nor all individual establishments that are assigned to it will be reported.

📄 If the headquarters is active, it will be included even if it has no employees.

If after running the report for multi-establishment and you notice there is no `.lis` file produced, only a `.log`, `.dat`, and an empty file, you may want to check whether you are a single establishment attempting to run the PER050 as a multi-establishment. If so, you should run the report a second time using the single-establishment option.

To access the EEO-1 (PER050) report, make the following selections from PayForce:

HR/Compliance ~ EEO Information & Reports ~ EEO-1 (PER050)

Environment: ADPCLIENT
 Report ID: PER050
 As Of Date: 09/01/2007

Automatic Data Processing, Inc.
 2007 EMPLOYER INFORMATION REPORT EEO-1

Page No. 1
 Run Date 10/25/2006
 Run Time 13:44:04

CO=166573-2
 U=166573-0
 NAICS=33422

HEADQUARTERS REPORT - TYPE 3

SECTION B - COMPANY IDENTIFICATION

1. Digital Electronics Media Corp
 1442 Peachtree Industrial Blvd
 Norcross Gwinnett
 GA 30092

2.a. Digital Electronics Media Corp
 1442 Peachtree Industrial Blvd
 Norcross Gwinnett
 GA 30092

c. Y

SECTION C - TEST FOR FILING REQUIREMENT

1-Y 2-Y 3-Y DUNS NO.:

SECTION E - ESTABLISHMENT INFORMATION

1- Communications Equipment

SECTION D - EMPLOYMENT DATA ***** RACE/ETHNICITY *****

JOB CATEGORIES	HISPANIC OR LATINO *****		NOT HISPANIC OR LATINO *****								FEMALE *****		TOTAL A-N		
	MALE	FEMALE	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)		(M)	(N)
	(A)	(B)													
EXEC/SR LVL MGRS. (1.1)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FIRST/MID MGRS... (1.2)	0	0	4	0	0	0	0	0	1	0	0	0	0	0	5
PROFESSIONALS.... (2)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TECHNICIANS..... (3)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SALES WORKERS.... (4)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMIN WORKERS.... (5)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CRAFT WORKERS.... (6)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OPERATIVES..... (7)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LABORERS..... (8)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE WORKERS.. (9)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (10)	0	0	4	0	0	0	0	0	1	0	0	0	0	0	5
PREVIOUS YR TOTAL (11)	0	0	4	0	0	0	0	0	1	0	0	0	0	0	5

1 - 09/01/2006 THRU 09/01/2007

 * HARDCOPY FOR REFERENCE ONLY *

Environment: ADPCLIENT
 Report ID: PER050
 As Of Date: 09/01/2007

Automatic Data Processing, Inc.
 2007 EMPLOYER INFORMATION REPORT EEO-1

Page No. 14
 Run Date 10/25/2006
 Run Time 13:44:04

CO=166573-2
 U=166573-0
 NAICS=33422

CONSOLIDATED REPORT

SECTION B - COMPANY IDENTIFICATION

1. Digital Electronics Media Corp
 1442 Peachtree Industrial Blvd
 Norcross Gwinnett
 GA 30092

2.a. Digital Electronics Media Corp
 1442 Peachtree Industrial Blvd
 Norcross Gwinnett
 GA 30092

c. Y

SECTION C - TEST FOR FILING REQUIREMENT

1-Y 2-Y 3-Y DUNS NO.:

SECTION D - EMPLOYMENT DATA ***** RACE/ETHNICITY *****

JOB CATEGORIES	HISPANIC OR LATINO *****				NOT HISPANIC OR LATINO *****							TOTAL		
	MALE		FEMALE		MALE			FEMALE				A-N		
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)
EXEC/SR LVL MGRS. (1.1)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FIRST/MID MGRS... (1.2)	2	2	45	25	0	6	2	0	32	22	0	6	0	142
PROFESSIONALS.... (2)	12	10	130	53	0	9	4	0	67	37	0	12	1	335
TECHNICIANS..... (3)	0	0	14	13	0	1	0	0	13	6	0	0	0	47
SALES WORKERS.... (4)	5	0	54	13	0	1	0	0	4	0	0	2	0	79
ADMIN WORKERS.... (5)	14	5	85	32	0	3	11	0	39	13	0	6	0	208
CRAFT WORKERS.... (6)	1	4	14	0	0	0	9	0	6	1	0	0	0	35
OPERATIVES..... (7)	1	3	25	9	0	4	2	0	17	6	0	1	0	68
LABORERS..... (8)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE WORKERS.. (9)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (10)	35	24	367	145	0	24	28	0	178	85	0	27	1	914
PREVIOUS YR TOTAL (11)	35	24	367	145	0	0	28	0	178	85	0	0	1	863

 * HARDCOPY FOR REFERENCE ONLY *

PER050A EEO-1 Fewer than 50 Persons Report

Description

This report produces a data file of EEO establishments (other than headquarters units) that employ less than 50 people. The report will list the name, address, and total number of employees for each establishment with less than 50 employees.

 If you selected the **Include Detail for Establishments with Less than 50 Employees** check box on the PER050 report, then you do not need to use the PER050A report.

PayForce produces a data file for filing. It is your responsibility to check with the EEOC about filing options. For more information, see www.eeoc.gov/eeo1/.

Although the printed PER050A report displays Street 2, it is not included in the government's file specifications and is not included in the data file.

To access the PER050A report, make the following selections from PayForce:

HR/Compliance ~ EEO Information & Reports ~ EEO-1 With Fewer than 50 Persons (PER050A)

Environment: DOCPF107
 Report ID: PER050A
 Automatic Data Processing, Inc.
 As Of Date: 09/01/2007

EEO-1 Establishment List - Fewer than 50 Persons


Page No.: 1
 Run Date: 12/11/2007
 Run Time: 13:44:19

<u>Name and Address</u>	<u>Employee Count</u>
Establishments controlled by Digital Electronics Media Corp	
Medical Southeast Region 288 Windward Pkwy Alpharetta Dolthan GA 38479	3
Medical Midwest Region 100 Northwest Point Elk Grove Dupage IL 39948	1
NSC Northeast Region 205 Main Avenue Clifton Passaic NJ 07015	44
Northeast Region 433 Allegheny Blvd Philadelphia Philadelphia PA 19101	2
West Region 42 South Van Buren Street Phoenix Maricopa AZ 85026	2
Medical West Region 6553 Winslow Parkway Seattle King WA 98124	27
Midwest Region 1550 Scott Avenue St. Louis St. Louis MO 63103	4

PER050B EEO-1 Excluded Employees Report

Description

The PER050B lists those employees not selected for the PER050 or PER050A reports, and to make corrections, provides information to determine why the employee was not selected. This audit report does not produce a data file and is similar to PER016B. This report is used along with PER050C to reconcile the numbers from the PER050 EEO-1 report and PER050A, if used.

 Since the PER050B looks for primary job, a page listing employees who are appearing twice on the EEO-1 report, as in the PER016B report, is no longer required and therefore not provided.

The employee's primary job is listed as excluded if the employee's status is active, on leave (paid or unpaid), suspended and one or more of the following fields have the following values:

- **Race/Ethnicity** field is "Not Specified"
- **Gender** field is "Not Specified"
- Assigned to a location without an **Establishment ID**
- Assigned to a job with the **EEO-1 Job Category** field defined as "No EEO-1 Reporting"
- The **Regular/Temp** field is assigned to "Temp"
- The **EEO Class** field is assigned to "Excluded"

To access the PER050B report, make the following selections from PayForce:

HR/Compliance ~ EEO Information & Reports ~ EEO-1 Excluded Employees (PER050B)

Environment: ADPCLIENT
 Report ID: PER050B
 Automatic Data Processing, Inc.
 As Of Date: 10/02/2006

EEO-1 Excluded Employees Listing

Page No. 1
 Run Date: 12/08/2006
 Run Time: 16:48:47

The following employees will not be included in PER050 (the EEO-1 report).

<u>Emplid</u>	<u>Rc#</u>	<u>Name</u>	<u>Gender</u>	<u>Race Ethnicity</u>	<u>Job Code</u>	<u>EEO Class</u>	<u>EEO Code</u>	<u>Reg/ Temp</u>	<u>Location</u>	<u>Establishment</u>
1000192522	0	AARDEMA,RANDALL			1001		No EEO-1		DOTHA	DOTHA
1000143013	0	AARONS,TIMOTHY			1001		No EEO-1		DOTHA	DOTHA
1000140334	0	AARTSEN,SHARON			1001		No EEO-1		DOTHA	DOTHA
1000236200	0	ABASOV,RAUF			1001		No EEO-1		DOTHA	DOTHA
1000231206	0	ABAYEV,ABZAL			1001		No EEO-1		DOTHA	DOTHA
1000231207	0	ABBOTT,GREG			1001		No EEO-1		DOTHA	DOTHA
1000231209	0	ABBOTT,GREG			1001		No EEO-1		DOTHA	DOTHA
1000192571	0	ABBOTT,KAREN			1001		No EEO-1		DOTHA	DOTHA
1000191357	0	ABBOTT,MICHAEL			1001		No EEO-1		DOTHA	DOTHA
1000231208	0	ABBOTT,MICHAEL			1001		No EEO-1		DOTHA	DOTHA
1000281783	0	ABBOTT,RICKY			1001		No EEO-1		DOTHA	DOTHA
1000236192	0	ABBOTT,RUSSELL			1001		No EEO-1		DOTHA	DOTHA
1000282385	0	ABBOTT,SHIRLEY			1001		No EEO-1		DOTHA	DOTHA
1000231210	0	ABDELLA,JOSEPH			1001		No EEO-1		DOTHA	DOTHA
1000141367	0	ABEBE,MARKUS			1001		No EEO-1		DOTHA	DOTHA
1000141417	0	ABEBE,MICHAEL			1001		No EEO-1		DOTHA	DOTHA
1000142219	0	ABEL,BRIAN			1001		No EEO-1		DOTHA	DOTHA
1000142365	0	ABER,PAUL			1001		No EEO-1		DOTHA	DOTHA
1000231211	0	ABILA,JOSEPH			1001		No EEO-1		DOTHA	DOTHA
1000231212	0	ABNEY,STEVE			1001		No EEO-1		DOTHA	DOTHA
1000231213	0	ABRAHAM,GERALD			1001		No EEO-1		DOTHA	DOTHA
1000231214	0	ABRAHAM,THOMAS			1001		No EEO-1		DOTHA	DOTHA
1000191556	0	ABRAMS,RODNEY			1001		No EEO-1		DOTHA	DOTHA
1000140595	0	ACCETTA,KURT			1001		No EEO-1		DOTHA	DOTHA
1000281947	0	ACEVEDO,ANTHONY			1001		No EEO-1		DOTHA	DOTHA
1000231215	0	ACKERMAN,CHARLES			1001		No EEO-1		DOTHA	DOTHA
1000231216	0	ACKERMAN,DANIEL			1001		No EEO-1		DOTHA	DOTHA
1000142082	0	ACKLAM,DENISE			1001		No EEO-1		DOTHA	DOTHA
1000231217	0	ACKLEY,ERIC			1001		No EEO-1		DOTHA	DOTHA
1000231218	0	ACKLEY,RANDY			1001		No EEO-1		DOTHA	DOTHA
1000191512	0	ADAMIK,KENNETH			1001		No EEO-1		DOTHA	DOTHA
1000281191	0	ADAMS,ALANDA			1001		No EEO-1		DOTHA	DOTHA
1000282695	0	ADAMS,COLLIN			1001		No EEO-1		DOTHA	DOTHA
1000231219	0	ADAMS,DAVID			1001		No EEO-1		DOTHA	DOTHA
1000192227	0	ADAMS,DEREK			1001		No EEO-1		DOTHA	DOTHA
1000191239	0	ADAMS,GLEN			1001		No EEO-1		DOTHA	DOTHA
1000142721	0	ADAMS,GREGORY			1001		No EEO-1		DOTHA	DOTHA
1000191039	0	ADAMS,JUDY			1001		No EEO-1		DOTHA	DOTHA
1000141039	0	ADAMS,KEN			1001		No EEO-1		DOTHA	DOTHA
1000143014	0	ADAMS,LINDA			1001		No EEO-1		DOTHA	DOTHA

PER050C EEO-1 Included Employees Report

Description

Use this report, along with the PER050B, to reconcile the numbers on the PER050 and PER050A reports. This report produces a list of employees by establishment who will be included in the reports. This audit report does not produce a data file and is similar to PER016C.

The employee's primary job is listed as included if the employee's status is active, on leave (paid or unpaid), or suspended and all of the following fields have the following values:

- **Race/Ethnicity** field has any value other than "Not Specified"
- **Gender** field has any value other than "Not Specified"
- Assigned to a location with an **Establishment ID**
- Assigned to a job with the **EEO-1 Job Category** field defined to any value other than "No EEO-1 Reporting"
- The **Regular/Temp** field is assigned to a value other than "Temp"
- The **EEO Class** field is assigned to a value other than "Excluded"

The report lists all of the employees, by establishment, who are accounted for on the PER050 if any of the following selections are made from the EEO-1 (PER050) panel:

- **Multi-Establishment Employer** option
- **Multi-Establishment Employer** option and **Include Detail for Establishments with Less than 50 Employees** check box selected
- **Single-Establishment Employer** option

If both PER050 and PER050A reports were run and the **Multi-Establishment Employer** option is selected on PER050, PER050C displays detail for both reports.

To access the PER050C report, make the following selections from PayForce:

HR/Compliance ~ EEO Information & Reports ~ EEO-1 Included Employees (PER050C)

Environment: DOC107PF
 Report ID: PER050C
 Automatic Data Processing, Inc.
 As Of Date: 12/31/2007

EEO-1 Included Employees


Page No.: 1
 Run Date: 11/02/2007
 Run Time: 13:44:33

Headquarters Establishment: HDQTR Digital Electronics Media Corp
 Establishment: ALPHA Medical Southeast Region

<u>Emplid</u>	<u>Name</u>	<u>Gender</u>	<u>Race Ethnicity</u>	<u>Job Code</u>	<u>EEO Class</u>	<u>EEO Code</u>	<u>Reg/Temp</u>	<u>Location</u>
801	Anderson,Ernestine	F	Blk/Afr Am	1004	None	Professnls	R	MDCTR
800	Miller,Mary K	F	White	1004	None	Professnls	R	MDCTR
507	Oldaker,Mathew J	M	Asian	1001	None	First/Mid	R	MDCTR


PER054 Federal Contractor Veterans' Employment Report - VETS-4212

Description

 The VETS-4212 report will replace the VETS-100A form in September of 2015.

The VETS-4212 report is required to be filed by Federal contractors and subcontractors who receive Federal contracts that are greater than \$100,000 and are dated on or after 12/1/03. This VETS-4212 Report is due annually, on September 30th. The Veterans' Employment and Training Service encourages electronic file submission of the report from all covered employers and requires electronic file submission if you have more than 10 establishments through their web site at www.dol.gov/vets. You should verify with the Veterans organization if you prefer to submit printed hard copy reports.

The Veterans' Employment and Training Service encourages electronic file submission of the report from all covered employers and requires electronic file submission if you have more than 10 establishments through their website at dol.gov/vets. To file via online submission, run the PER054 and transfer the data from the hardcopy report to the online filing web site. To submit hard-copy reports, contact the Veteran's organization. For other filing information, consult the *News and Information* section of the ADP PayForce website at adp4me.adp.com ~ Product Documentation and the VETS-4212 website at dol.gov/vets.

 To access the PayForce guides on this website, you must be assigned the ADP4ME User role in the ADP Security Management Service. This role is issued a digital certificate. For more information, contact your system administrator.

This federally required report indicates the number of current and new employees who are classified as disabled veterans, recently separated veterans, other protected veterans, and armed forces service medal veterans and the breakdown of the job categories that they fill in the organization. The report lists the veteran and non-veteran status of new hires from the selected 12-month period. The VETS-4212 report contains new reporting requirements that have not been previously requested in the VETS-100 report. Within the VETS-4212 report are two distinct areas: _

- Number of Employees (Headcount as of end of report period)

The left side of the report counts employees by military and EEO job categories and includes a total of both veterans and non-veterans as of the end of the report period. This is a departure from the old VETS-100 report which does not include non-veterans in the “headcount” side of the report.

-)New Hires (Activity during the period within and across establishments)

The right side of the report is concerned with hiring activity during the report period. A person can be hired in one establishment, terminated, and rehired in another establishment all within the report year and will be reflected as a new hire in two different establishments.

- The PER054 report produces a Headquarters Unit Report and a Multiple Establishment Hiring Location (MHL) report for each active establishment. PER054 produces a hard copy report (.lis) file and a .txt file.

To access the VETS-4212 report (PER054), make the following selections from PayForce:

HR/Compliance ~ Veterans Compliance Reporting ~ VETS-4212 (PER054)

Environment: ADPCLIENT_Environment
 Report ID: PER054

Automatic Data Processing, Inc.
 Federal Contractor Veterans' Employment Report
 VETS-4212

Page No. 1
 Run Date 05/15/2015
 Run Time 03:20:12

EEO Company Number: T122212

Headquarters Unit Report

Establishment ID: HDQTR

Type of Reporting Organization: P
 Type of Form: MHQ

Twelve Month Period Ending: 05/15/2015

Name of Parent Company: Digital Electronics Media Corp
 1442 Peachtree Industrial Blvd
 Norcross
 Gwinnett
 GA
 30092

Name: TEST TEST
 Telephone: 121/212-1212
 Email:

NAICS: 33422
 DUNS:
 EIN: 220000010

Job Categories	NUMBER OF EMPLOYEES		NEW HIRES (Previous 12 Months)	
	Protected Veterans (A)	Total Employees (B)	Protected Veterans (C)	Total New Hires (D)
Exec/Sr Level Officials & Mgrs (1)	0	0	0	0
First/Mid-lvl Officials & Mgrs (2)	0	5	0	0
Professionals (3)	0	1	0	0
Technicians (4)	0	4	0	0
Sales Workers (5)	0	0	0	0
Administrative Support Workers (6)	0	6	0	0
Craft Workers (7)	0	0	0	0
Operatives (8)	0	1	0	0
Laborers and Helpers (9)	0	0	0	0
Service Workers (10)	0	0	0	0
TOTAL (11)	0	17	0	0

Report the total maximum and minimum number of permanent employees during the period covered by this report.

Maximum Number 17 Minimum Number 17

PER701 Department Table Report

Description

You store data about the departments in your organization in the Department Table, including departmental reporting hierarchy and security access information.

The Department Table report lists all departments by department ID. It includes the effective date of each department, its name and location code. The Manager ID is the employee ID that appears as a default in the **Manager ID** fields for that department.

To access the Department Table report, make the following selections from PayForce:

System Administration ~ Table Setup - Required ~ Department Listing Report (PER701)

Environment: DOCPF107
 Report ID: PER701
 Automatic Data Processing, Inc.

Department Table

Page No. 1
 Run Date: 11/08/2006
 Run Time: 15:42:03

<u>Dept ID</u>	<u>Effective Date</u>	<u>Department Name</u>	<u>Loc Code</u>	<u>Manager ID</u>	<u>GL# Expense</u>	<u>Parent Department</u>
0100	01/01/1987	Enterprise	HDQTR			
1000	01/01/1987	National Account Div (PR)	HDQTR			
1100	01/01/1987	Administration	NORCR	134		1000
1200	01/01/1987	Human Resources	NORCR	178		1000
122001	06/30/2001	Comp & Benefits - NA	NORCR			1200
122001	01/01/1987	Comp & Benefits North	NORCR			1200
122002	01/01/1987	Training & Development	NORCR			1200
122003	01/01/1987	Staffing	NORCR			1200
122004	01/01/1987	Employee Relations	NORCR			1200
1300	01/01/1987	Finance	STLOU	192		1000
133001	01/01/1987	Accounting	STLOU			1300
133002	01/01/1987	Payroll	STLOU			1300
133003	01/01/1987	Accounts Payable	STLOU			1300
133004	01/01/1987	Accounts Receivable	STLOU			1300
1400	01/01/1987	I Human Resources South	DALL			1000
144001	01/01/1987	I Comp & Benefits South	DALL			1400
144002	01/01/1987	I Training & Development South	DALL			1400
144003	01/01/1987	I Recruiting South	DALL			1400
1500	01/01/1987	Information Technology	NORCR	187		1000
155001	01/01/1987	System Administration	NORCR			1500
155002	01/01/1987	Network Services	NORCR			1500
155004	01/01/1987	Hardware Support	NORCR			1500
1600	01/01/1987	Business Development	DALL			1000
166001	01/01/1987	Contracts	DALL			1600
1700	01/01/1987	Engineering	DALL			1000
1800	01/01/1987	Operations	DALL			1000
1900	01/01/1987	I Information Technology	HDQTR			0100
199001	01/01/1987	I Switchboard	HDQTR			1900
199002	01/01/1987	I Hardware Support	HDQTR			1900
199003	01/01/1987	I Software Dev & Support	HDQTR			1900
199004	01/01/1987	I Network Services	HDQTR			1900
2000	01/01/1987	Products Division (AL)	HDQTR			2000
2100	01/01/1987	Administration	NORCR	555040		2000
211001	01/01/1987	Division Officers	NORCR			2100
211002	01/01/1987	Acquisitions & Mergers	NORCR			2100
211003	01/01/1987	Facilities	NORCR			2100
2200	01/01/1987	Human Resources	NORCR	555004		2000
222001	01/01/1987	Comp & Benefits-Products Div	NORCR	555004		2200
222002	03/01/2002	Training & Development	NORCR	431000		2200
222002	01/01/1987	Training & Development	NORCR	222007		2200
222003	01/01/1987	Recruitment	NORCR	222004		2200
222004	01/01/1987	Employee Relations	NORCR	222002		2200
222005	01/01/1987	Health & Safety	NORCR			2200
2300	01/01/1987	Finance	NORCR	555004		2000
233001	01/01/1987	Accounting	NORCR			2300

PER704 License/Certification Table Report

Description

The Licenses/Certification Table stores licenses and certifications. The report lists the codes assigned to each license and certification, and includes a long and short description of the entry.

To access the License/Certification Table report, make the following selections from PayForce:

System Administration ~ HR/Compliance Setup ~ Licenses/Certifications Table Report (PER704)

License/Certification Table

<u>Code</u>	<u>Description</u>	<u>Short Description</u>
ACLS	ACLS Certification	ACLS Cert
BLS	BLS Certification	BLS Cert
CCP	Certified Compensation Profl	CCP
CDL	Commercial Drivers' License	CDL
CEBS	Cert. Emp. Benefits Specialist	CEBS
CEN	Certified Emergency Nurse	CEN
CEA	Certified Financial Accountant	CEA
CNE	Certified Network Engineer	CNE
CPA	Certified Public Accountant	CPA
CPP	Certified Payroll Professional	CPP
CPR	Cardio-Pulmonary Resuscitation	CPR
CPRC	Advanced CPR Certification	Adv CPR
COA	Certified Quality Analyst	COA
EMT	Emergency Medical Technician	EMT
LPN	LPN License	LPN Lic
OCN	OCN Certification	OCN Cert
PALS	PALS Certification	PALS Cert
PE	Professional Engineer	Prof. Eng.
PHR	Professional Human Resources	PHR
RN	RN License	RN Lic
SPHR	Sr. Prof. Human Resources	SPHR
WOUN	Wound Care Certification	Wound Care

End of Report

PER705 Location Table Report

Description

This report lists each physical location by location code. Because you can effective-date locations, the report program prints all locations (past, present, and future). In addition, the report gives the location name and abbreviation, building ID, and address. It also identifies the number of hours you use to define the standard work week for each location and the Establishment ID, as required for federal reporting.

To access the Location Table report, make the following selections from PayForce:

System Administration ~ Table Setup - Required ~ Locations Listing Report (PER705)

Environment:DOCPF107
 Report ID: PER705
 Automatic Data Processing, Inc.

Location Table

Page No. 1
 Run Date: 11/08/2006
 Run Time: 15:48:33

<u>Loc Code</u>	<u>Effective Date</u>	<u>Description</u>	<u>Abbrev</u>	<u>Bldg</u>	<u>Street1/ Street2/ Street3</u>	<u>City</u>	<u>St</u>	<u>ZIP</u>	<u>Ctry</u>	<u>Estab ID</u>	<u>Loc-ality</u>
BOSTN	01/01/2000	NSC Northeast	Northeast	MAIN	225 Second Avenue	Waltham	MA	02154-9081	USA	NTHE	
CHIC	01/01/2000	Medical Center Midwest	Chicago		100 Northwest Point Blvd	Elk Grove Village	IL	60007	USA	CHICA	
DALL	01/01/1999	NSC Southeast	Southeast		2735 Stmmons Freeway	Dallas	TX	75200	USA	STHE	
DAYTO	01/01/2000	NSC Midwest	Midwest		385 East 5th Street	Dayton	OH	45401	USA	MIDW	21000
DOTH2	01/01/2000	Dothan Satellite Office	Dothan2		103 Farmington Road	Dothan	AL	36302	USA	DOTHA	
DOTHA	01/01/2000	Alabama	AL		2883 Kinsey Highway	Dothan	AL	36302	USA	DOTHA	
HDQTR	01/01/2000	Corporate Headquarters	HDQTR	1442	1442 Peachtree Industrial Blvd	Norcross	GA	30092	USA	HDQTR	
MAIN	01/01/2000	Main Office	Main		5800 Windward Parkway	Alpharetta	GA	30005	USA	STHE	
MDCTR	06/30/2001	Medical Center Southeast	Med Ctr	MAIN	600 First Street	Chicago	GA	62393	USA	ALPHA	
MDCTR	01/01/2000	Medical Center Southeast	Med Ctr	MAIN	600 First Street	Chicago	IL	62393	USA	STLOU	
NEWAR	01/01/2000	Medical Center Northeast	NJ		523A Washington Drive	Newark	NJ	07105	USA	CLIFT	
NORC2	01/01/2000	Georgia R&D	GA2	1460	1460 Peachtree Industrial Blvd	Norcross	GA	30092	USA	NORCR	
NORCR	01/01/2000	Georgia	GA1	1450	1450 Peachtree Industrial Blvd	Norcross	GA	30092	USA	NORCR	
ORNG	01/01/2000	NSC West	West		1234 Beach Blvd	Cerritos	CA	92884	USA	WEST	
PHILA	01/01/2000	Pennsylvania	PA		433 Allegheny Blvd.	Philadelphia	PA	19101	USA	PHILA	60000I

PER706 Salary Grade/Step Table Report

Description

The Salary Grade Table is used to record salary ranges used by your organization. If your company also organizes its salary grades into steps, you'll define them on the Salary Step Table. If you have more than one salary plan, you may list all plans and set up separate plan codes for identification.

The Salary Grade/Step Table report combines the information in the Salary Grade Table and the Salary Step Table into a list showing all grades for each salary plan that exists in your company, and the hourly, monthly, and annual rate amount for any steps you set up.

The grades are listed by grade code and include a description and the date the grade is effective. The report shows the minimum, maximum, and midpoint amounts for each grade and calculates hourly, monthly, and annual ranges. Steps include the effective date and rates.

To access the Salary Grade/Step Table report, make the following selections from PayForce:

System Administration ~ Table Setup - Optional ~ Salary Plans/Grades Report (PER706)

Environment: DOCPF107
 Report ID: PER706
 Automatic Data Processing, Inc.

Salary Grade Table

Page No. 1
 Run Date: 11/08/2006
 Run Time: 16:05:48

Plan/Grade	Description	Effective Date	Cur Cd	<--Hourly Min-->	<--Monthly Min-->	<--Annual Min-->
				<--Hourly Mid-->	<--Monthly Mid-->	<--Annual Mid-->
				<--Hourly Max-->	<--Monthly Max-->	<--Annual Max-->
BB1/ZN1	Zone 1	01/31/2002	USD	11.3440	1,966.34	23,596
				14.1800	2,457.92	29,495
				17.0160	2,949.50	35,394
BB1/ZN1	Zone 1	02/01/2001	USD	10.8040	1,872.66	22,472
				13.5050	2,340.83	28,090
				16.2060	2,809.00	33,708
BB1/ZN1	Zone 1	01/01/2000	USD	10.1920	1,766.66	21,200
				12.7400	2,208.33	26,500
				15.2880	2,650.00	31,800
BB1/ZN1	Zone 1	01/01/1999	USD	9.6150	1,666.66	20,000
				12.0190	2,083.33	25,000
				14.4230	2,500.00	30,000
BB1/ZN2	Zone 2	01/31/2002	USD	13.6130	2,359.54	28,314
				17.0160	2,949.42	35,393
				20.4190	3,539.30	42,472
BB1/ZN2	Zone 2	02/01/2001	USD	12.9650	2,247.20	26,966
				16.2060	2,809.00	33,708
				19.4470	3,370.80	40,450
BB1/ZN2	Zone 2	01/01/2000	USD	12.2300	2,120.00	25,440
				15.2880	2,650.00	31,800
				18.3460	3,180.00	38,160
BB1/ZN2	Zone 2	01/01/1999	USD	11.5380	2,000.00	24,000
				14.4230	2,500.00	30,000
				17.3080	3,000.00	36,000
BB1/ZN3	Zone 3	01/31/2002	USD	15.8820	2,752.80	33,034
				19.8520	3,441.00	41,292
				23.8220	4,129.20	49,550
BB1/ZN3	Zone 3	02/01/2001	USD	15.1260	2,621.74	31,461
				18.9070	3,277.17	39,326
				22.6880	3,932.60	47,191
BB1/ZN3	Zone 3	01/01/2000	USD	14.2700	2,473.34	29,680
				17.8370	3,091.67	37,100
				21.4040	3,710.00	44,520

PER707 Company Information Report

Description

The Company Table - General Data report contains all individual companies within your organization. Typically, you set up companies in this table when they have their own federal identification numbers. You must set up at least one company in this table.

To access the Company Information report, make the following selections from PayForce:

System Administration ~ Table Setup - Required ~ Company Information Report (PER707)

Environment: ADPCLIENT
 Report ID: PER707
 Automatic Data Processing, Inc.

Company Table - General Data

Page No. 3
 Run Date: 12/11/2006
 Run Time: 11:27:25

<u>Code</u>	<u>Effective Date</u>	<u>Description/ Address</u>	<u>Abbrev</u>	<u>-----Default----- Pay Group</u>
OPS	01/01/1987	Services 2883 Kinsey Highway Suite 120 Dothan AL 36302-1200 USA	Services	BIW
REV	09/14/2004	REV Test USA	Test	
RTC	01/01/1987	Non-Employees 28273 Michigan Ave. Atlanta GA 73655 USA	Non-Empl	
TST	10/19/2001	USA		
ZYX	01/01/2002	ZYX Company USA	ZYX	

PER709A Job Code Table (Part 1) Report

Description

The U.S. Job Code Table List holds the codes and descriptions for all the jobs in U.S.-based companies. The report prints a list of all job codes and the date that they become effective.

The information shown about each code includes: the salary administration plan, grade, FLSA status, standard workweek, workers' comp codes, EEO information, and the breakdown of job evaluation criteria points.

To access the Job Code Table (Part 1) report, make the following selections from PayForce:

System Administration ~ Table Setup - Required ~ Job Codes Report (PER709A)

Environment: DOCPF107
 Report ID: PER709A
 Automatic Data Processing, Inc.

Job Code Table (Part 1)

Page No. 1
 Run Date: 11/08/2006
 Run Time: 16:08:19

Job Code	Effective Date	Title	Abbrev	Job Func	Sal Adm Plan	Grd	FLSA Stat	Std Hours	Work Comp Code	*EEO Codes*				EEO Job Group	Job Family	Survey Job Cd	Survey Salary
										1	4	5	6				
1001	01/01/2000	Chief of Staff	Chief	SEG	X03	N		40.00	8450	1	N	N	N			0.0	
1002	01/01/2000	Director of Nursing-Med Center	Dir of Nrs	SEG	X01	N		40.00	8450	1	N	N	N			0.0	
1003	01/01/2000	Nurse Supervisor	Nrs Supr	NRS	L04	N		40.00	8450	1	N	N	N			0.0	
1004	01/01/2000	Registered Nurse	RN	NRS	L03	N		40.00		2	N	N	N	A	NURSNR	60,000.0	
1005	01/01/2000	Licensed Practical Nurse	LPR	NRS	L02	N		40.00	8450	2	N	N	N		LPR	42,000.0	
1006	01/01/2000	Staffing Coordinator	Staff Coor	MID	N07	N		40.00	8450	2	N	N	N			0.0	
1007	01/01/2000	Patient Care Assistant	PCA	MID	N07	N		40.00	8450	2	N	N	N			0.0	
1008	01/01/2000	Orthopedic Technician	Ortho Tech	MID	N06	N		40.00	8450	3	N	N	N			0.0	
1009	01/01/2000	Radiology Technician	Radio Tech	MID	N07	N		40.00	8450	3	N	N	N			0.0	
1010	01/01/2000	Laboratory Technician	Lab Tech	MID	N05	N		40.00	8450	3	N	N	N			0.0	
1011	01/01/2000	Xray Technician	Xray Tech	MID	N07	N		40.00	8450	3	N	N	N			0.0	
1012	01/01/2000	Surgical Technician	Surg Tech	MID	N04	N		40.00	8450	3	N	N	N			0.0	
1013	01/01/2000	Physical Therapist	Phys Thpst	MID	N07	N		40.00	8450	2	N	N	N			0.0	
1014	01/01/2000	Respiratory Therapist	Resp Thpst	MID	N07	N		40.00	8450	2	N	N	N			0.0	
1015	01/01/2000	Unit Clerk	Unit Clerk	MID	N04	N		40.00	8450	5	N	N	N			0.0	
1016	01/01/2000	Nuclear Medicine Technician	Nucl Med	MID	N07	N		40.00	8450	3	N	N	N			0.0	
2300	01/01/2000	Vice President, Business Devel	VP, Bus Dv	OPS	SEG	X02	E	40.00		1	N	N	N		3150	115,000.0	
2400	01/01/2000	Vice President, Engineering	VP, Engr	PRD	SEG	X02	E	40.00		1	N	N	N		3432	125,000.0	
2500	01/01/2000	President	President	ADM	SEG	X03	E	40.00		1	N	N	N			0.0	
2700	01/01/2000	Vice President, Operations	VP, Oper	OPS	SEG	X02	E	40.00		1	N	N	N		3543	125,000.0	
2800	01/01/2000	Vice President, Sales	VP Sales	MKT	SEG	X02	E	40.00		1	N	N	N		2343	125,000.0	
3000	01/01/2000	Technical Support Specialist I	TS Spec.	MNF	MID	N05	N	40.00		5	N	N	N		26654	21,775.0	
3001	01/01/2000	Technical Support Specialist 2	TS Spec 2	MNF	MID	N06	N	40.00		5	N	N	N		3233	28,500.0	

PER710 Action Reason Table Report

Description

The Action Reason Report Table holds the effective-dated reason codes you establish for employee job action changes. The report lists the reason codes for each job action code and arranges them alphabetically by job actions.

To access the Action Reason Table report, make the following selections from PayForce:

System Administration ~ Table Setup - Optional ~ Action Reasons Report (PER710)

2-102 PER710 Action Reason Table Report

Environment: DOOPF107
 Report ID: PER710
 Automatic Data Processing, Inc.

Action Reason Table


Page No. 1
 Run Date: 11/16/2006
 Run Time: 15:38:48

Action	Reason	Effective Date	Description	Abbrv	Voluntary Termination
DBL	USP	01/01/1900	Unsatisfactory Performance	Unsat Perf	
DEM	VOL	01/01/1987	Voluntary	Voluntary	
DTA	CDP	01/01/1900	Correction-Department	Cor-Dept	
DTA	CJC	01/01/1900	Correction-Job Code	Cor-Job Cd	
DTA	CPR	01/01/1900	Correction-Pay Rate	Cor-Pay Rt	
DTA	STC	01/01/1900	Status Change	Stat Chg	
HR	ACQ	01/01/1900	Acquisition	Acqsn	
HR	HAF	01/01/1900	Hired from Affiliate	Hire Affil	
HR	LNP	01/01/1900	Loan from Parent Company	From Parnt	
HR	NPS	01/01/1900	New Position	New Posin	
HR	TMP	01/01/1900	Temporary Assignment	Temp Assgn	
HR	TRN	01/01/1900	Trainee	Trainee	
INT	NT	01/01/1900			
JED	SSF	01/01/1900	Split Shift	Split Shift	
JED	TMP	01/01/1900	Temporary Assignment	Temp Assgn	
JRC		01/01/1900			
LOA	EFM	01/01/1900	End of Family Med Leave	Leave End	
LOA	FML	01/01/1900	Family Med Leave w/Benefits	FMLA w/Ben	
LOA	FMT	01/01/1900	Family Med Leave(No Benefits)	FMLANB	
LOA	HEA	01/01/1900	Health Reasons	Health	
LOA	MAT	01/01/1900	Maternity/Paternity	Maternity	
LOA	MIL	01/01/1900	Military Service	Military	
LOA	PTD	01/01/1900	Partial/Total Disability	P/Tor Dis	
LOA	USH	01/01/1900	Unpaid Statutory Holiday	Unpd Hlday	
LOA	RED	01/01/1900	Staff Reduction	Reduction	
LOE	SEA	01/01/1900	Seasonal Closure	Seasonal	
LOE	SLO	01/01/1900	Strike/Lock-out	Strk/Lkout	
LOF	TMP	01/01/1900	Temporary Closure	Temp Close	
PAY	ADJ	01/01/1900	Adjustment	Adjustment	
PAY	ATB	01/01/1900	Across-The-Board	Across Brd	
PAY	COL	01/01/1900	Cost-of-Living	Cost-of-Lv	
PAY	MAD	01/01/1900	Mass Change-Adjustment	Mass-Adjst	
PAY	MAT	01/01/1900	Mass Change-Across-The-Board	Mass-ATB	
PAY	MCO	01/01/1900	Mass Change-Cost-of-Living	Mass-COLA	
PAY	MER	01/01/1900	Merit	Merit	
PAY	MOT	01/01/1900	Mass Change-Other	Mass-Other	
PAY	MUL	01/01/1900	Multiple Components	Multiple	
PAY	OTH	01/01/1900	Other	Other	
PAY	PRO	01/01/1900	Promotion	Promotion	
PAY	REC	01/01/1900	Job Reclassification	Job Reclas	
PAY	XFR	01/01/1900	Transfer	Transfer	
PLA	EFM	01/01/1900	End of Paid Family Med Leave	End Paid	Y
PLA	FML	01/01/1900	Paid Family Med Leave w/Benef	Paid Leave	
PLA	FMT	01/01/1900	Paid Family Med Leave no benef	Paid Leave	
PLA	LTD	01/01/1900	Long-Term Disability	Long-Term	
PLA	MAT	01/01/1900	Maternity/Paternity	Maternity	
PLA	MIL	01/01/1900	Military Service	Military	
PLA	STD	01/01/1900	Short-Term Disability	Short-Term	
PRB		01/01/1900			
PRC		01/01/1900			
PRG	FNP	01/01/1900	File Number Purged	FNbr Purge	
PRO	NCP	01/01/1900	Normal Career Progression	Norm Prog	
REC	OPR	01/01/1900	Outstanding Performance	Outst Perf	
REH		01/01/1900			
RET	ERT	01/01/1900	Early Retirement	Early Ret	Y
RET	RAT	01/01/1900	Retired from Affiliate	Ret Affil	
REL		01/01/1900			
SUS	DAC	01/01/1900	Disciplinary Action	Discipline	
SUS	DSB	01/01/1900	Disorderly Behavior	Disorderly	
SUS	ILA	01/01/1900	Illegal Action	Illegal Ac	
TER	ATT	01/01/1900	Attendance	Attendance	N
TER	BRC	01/01/1900	Company Bankruptcy	Bankruptcy	N

TRN004 Employee Training History Report

Description

This report prints an employee's training record. You can optionally limit the earliest date of training records retrieved. Information displayed for each learning activity taken includes: learning activity ID, description, internal/external, start date, enrollment status, grade received, and reason for taking the learning activity (such as 'Skill Enhancement' or 'Bachelor's Degree Requirement'). All learning activities for the employee are retrieved, regardless of enrollment status.

 The Employee Training History Report displays the Employee ID and Name if the employee has or does not have training history.

To access the Employee Training History report, make the following selections from PayForce:

HR/Compliance ~ Reports ~ Employee Training History (TRN004)

Environment: DEVPF107 Report ID: TRN004 Automatic Data Processing, Inc.	Employee Training History Report	Page No. 1 Run Date: 08/12/2006 Run Time: 11:32:35
---	---	--

Emplid: 000001015 Name: Smith,Rodney m
Training as of Start Date: <all>

<u>Course ID</u>	<u>Title</u>	<u>Internal/ External</u>	<u>Start Date</u>	<u>Status</u>	<u>Grade</u>
------------------	--------------	-------------------------------	-------------------	---------------	--------------

No Training Records Found

TRN010 Competency Profile Report

Description

This report lists Competency Profile for an employee, or for employees in a particular location and/or department and/or jobcode.

To access the Competency Profile report, make the following selections from PayForce:

HR/Compliance ~ Reports ~ Competency Profile (TRN010)

Environment: DOCPF107
 Report ID: TRN010
 Automatic Data Processing, Inc.

Competency Profile

Page No. 1
 Run Date: 08/14/2006
 Run Time: 16:09:26

Name: Mark Adam Henry
ID: 381002
Job Title: HR Specialist
Shift: Shift 1
Job Entry Date: 09/01/2001
Service Date: 03/17/2000

Job History
 Sr. Technical Support Spec. **Job Code** 3002 **Job Entry Date** 10/01/2000

Education Level	Date Earned/Expected	School	Major(s)	Minor	GPA
BA Bachelor of Arts Verified - No	05/20/1996 -Graduated	Georgia State University	Human Resources Administration		

Language	Fluency Level	Additional Information

Skills	Date Acquired	Year Last Used	Proficiency	Additional Information
4005 Human Resources Management	05/01/1999	2002	Medium	

Licenses/Certificates	Number	Date Issued	Expiration Date	Issued By	State	Country	Additional Information

UTL003 Run Mass Change Process

Description

PayForce gives you the ability to change data that affects many employees at once. This is also known as mass change functionality. You can perform department transfers for groups of employees within the same company; you can make pay rate changes for groups of employees; or you can perform salary grade changes, which affect all the salary grades in a salary administration plan.

Within the Salary Planning process group, the Perform Mass Updates to Salary Plans process gives you mass change capability to transfer.

Because running this process inserts rows of data containing the new information in the database, it is recommended that you do a database backup before you run the process. PayForce also requires an audit run before you perform the change. Be sure to review the results of the audit run before updating the database. Once you update the database, you cannot undo it. To retrieve information, you must restore old data from the database backup.

To perform a mass change, you must have access to the JOB, EMPLOYMENT, PERSONAL_DATA, and SAL_GRADE_TBL tables.

For more information on Mass Change functionality including how to define /modify a mass change request, selecting the specific fields you want to include in the mass change, running the Run Mass Change utility and instructions for updating the database., see the *Employee Setup and Maintenance Guide*.

The following path allows you to run the UTL003 process:

Payroll Maintenance ~ Mass Change ~ Run Mass Change (UTL003)

Automatic Data Processing, Inc.
 Environment: ADPCLIENT
 Report ID: UTL003

Mass Change

Page No.: 1
 Run Date: 06/27/2006
 Run Time: 09:57:52

Mass Change ID and Description: 2004C - 2004 Annual COLA

AUDIT

<u>Empl ID</u>	<u>Name</u>	<u>Stat</u>	<u>Actn</u>	<u>Reas</u>	<u>Eff Date</u>	<u>Change Amt</u>	<u>Chg Pct</u>	<u>OLD: Comp Rate</u>	<u>Annual Rate</u>	<u>Monthly Rate</u>	<u>Hourly Rate</u>
								<u>NEW:Comp Rate</u>	<u>Annual Rate</u>	<u>Monthly Rate</u>	<u>Hourly Rate</u>
100000	Jenkins,Roy D	A	PAY	COL	05/01/2004	0.8652	3.500	24.7200 25.5852	51417.60 53217.22	4284.80 4434.77	24.7200 25.5852
100001	Graham Sr.,Wiley W	A	PAY	COL	05/01/2004	0.4550	3.500	13.0000 13.4550	27040.00 27986.40	2253.33 2332.20	13.0000 13.4550
100002	Taylor,Russell R	A	PAY	COL	05/01/2004	0.4550	3.500	13.0000 13.4550	27040.00 27986.40	2253.33 2332.20	13.0000 13.4550
100022	Martin,Palmer	A	PAY	COL	05/01/2004	0.8582	3.500	24.5192 25.3774	50999.94 52784.99	4250.00 4398.75	24.5192 25.3774
100023	Knight,Caddie	A	PAY	COL	05/01/2004	0.8582	3.500	24.5192 25.3774	50999.94 52784.99	4250.00 4398.75	24.5192 25.3774
100067	Byrne,Brian	A	PAY	COL	05/01/2004	0.2975	3.500	8.5000 8.7975	17680.00 18298.80	1473.33 1524.90	8.5000 8.7975
100082	Whaley,Mark	A	PAY	COL	05/01/2004	0.4550	3.500	13.0000 13.4550	27040.00 27986.40	2253.33 2332.20	13.0000 13.4550
100083	Milliken,Mark	A	PAY	COL	05/01/2004	0.4550	3.500	13.0000 13.4550	27040.00 27986.40	2253.33 2332.20	13.0000 13.4550
100084	Cahill,Fredrick	A	PAY	COL	05/01/2004	0.4550	3.500	13.0000 13.4550	27040.00 27986.40	2253.33 2332.20	13.0000 13.4550
100085	McLerney,Paul	A	PAY	COL	05/01/2004	0.8652	3.500	24.7200 25.5852	51417.60 53217.22	4284.80 4434.77	24.7200 25.5852
100086	Johnson,George	A	PAY	COL	05/01/2004	0.8652	3.500	24.7200 25.5852	51417.60 53217.22	4284.80 4434.77	24.7200 25.5852
100087	Moscattelli,Mike	A	PAY	COL	05/01/2004	0.8652	3.500	24.7200 25.5852	51417.60 53217.22	4284.80 4434.77	24.7200 25.5852
100088	Cole,George	A	PAY	COL	05/01/2004	0.8652	3.500	24.7200 25.5852	51417.60 53217.22	4284.80 4434.77	24.7200 25.5852
100089	Hunt,Douglas	A	PAY	COL	05/01/2004	0.8652	3.500	24.7200 25.5852	51417.60 53217.22	4284.80 4434.77	24.7200 25.5852
100090	Thurston,Josef	A	PAY	COL	05/01/2004	0.8652	3.500	24.7200 25.5852	51417.60 53217.22	4284.80 4434.77	24.7200 25.5852

UTL010 Populate Manager Table

Description

The Populate Manager Table (UTL010) utility updates the POPULATE MANAGER table by inserting all the appropriate employee IDs of managers, supervisors, or both into the PS_WS_MANAGER table allowing this data to appear as selections from the **Reports-To** field throughout PayForce human resource related panels. You may want to run this utility when adding large numbers of managers or supervisors or both.

After running this utility, employee IDs from this table appear in the Hierarchy Manager panel without the **Performance Responsibility** and **Compensation Responsibility** options selected. You will need to set these options for each manager or supervisor to identify the employees a manager can access in ADP Self Service.

Duplicates are not allowed in the PS_WS_MANAGER table. To populate the table, Managers and Supervisors must have IDs, have a status of **Active**, and an effective date.


The following path allows you to run the UTL010 process:

System Administration ~ Utilities ~ Populate Manager Table (UTL010)

UTL011 Run Export Process

Description

The Run Export panel is provided so that you can test any data mapping you have modified for the delivered export definitions. This process (UTL011) generates both a CSV file, and a LIS file which contains details about the mapping. Through the Run Export panel, you can set the level of detail you want generated into the LIS file for your own troubleshooting purposes.

 You set the generated detail through the **Debug Level** field on the Run Export panel. When using the debug options, the generated LIS file can become rather large and may impact processing.

The Run Export process also allows you to use parameters to add filtering conditions at runtime without having to change the filtering criteria you defined on the Export Filter panel. The Run Export process can include counts of individual record types as well as a total record count.


Using this process produces both a LIS file and the CSV file appropriate to the export definition that you have selected. For example, if you select the BEN018 export definition, the generated files are BEN018.CSV and BEN018.LIS.

The following path allows you to run the UTL011 process and select the BEN018 and other export definitions:

System Administration ~ Export Utility ~ Run Export Process

You can also run BEN018 (WinFlex) from the following path:

Employee Maintenance ~ ADP WinFlex Interface ~ Export Employee Data (BEN018)

 The following report shows an example of the UTL011 run for the BEN018 export definition.

Environment: DOCPF107
 Report ID: BEN018
 Automatic Data Processing, Inc.

Export Errors/Warnings Report

Page No.: 1
 Run Date: 04/05/2006
 Run Time: 14:55:22

<u>Error</u>	<u>Row</u>	<u>Col</u>	<u>Type</u>	<u>Source Column Name</u>	<u>Source Value</u>	<u>Export Value</u>	<u>Message</u>	<u>Output Record</u>
Error	1	19	Detail	SSN			Required field. Export column name = Social Security Number Source column = SSN is null	D,INL102,"Wessex,Phoebe",Phoebe,,Wessex,,,,2 Pine Trees,Chertsey Lane,,Kingston-upon-Thames,BK,TW 1 8 3DS,GBR,
Error	2	19	Detail	SSN			Required field. Export column name = Social Security Number Source column = SSN is null	D,INL101,"Dawson,Wesley",Wesley,,Dawson,,,,80 Burns Road,,Picnic Point,NW,2213,AUS,
Error	3	84	Detail	FLSA_STATUS	P		Translate value for field name FLSA_STATUS, value = P does not exist on the export definition BEN018. Need to add to export translation table.	D,108,"King,Peter D",Peter,Duncan,King,,Mr.,King_P eter@demco.com,,4360 Chestnut Ridge Road,,Graceville,FL,32440,USA,706/834-3384,067724689,,E,19950820,M,19510414,,M,,N,N,N,N,N,19950820,,19950820,19950820,,,,N,,N,,,,,334/984-6656,,,,,,,,,,,,,20020315,311006,5505,,A,PAY,20020524,COL,DOTHA,20010901,19950820,,Y,X
Error	17	84	Detail	FLSA_STATUS	P		Translate value for field name FLSA_STATUS, value = P does not exist on the export definition BEN018. Need to add to export translation table.	D,152,"Baird,Sandra P",Sandra,Patrice,Baird,,Baird_Sandy@demco.com,,2077 Landings Way,,Dothan,AL,36302,USA,334/455-3456,122539354,,E,19931114,F,19570608,,M,,N,N,N,N,N,19931114,,19931114,19931114,,N,,N,,,,,,,,,,,,,20040601,366002,7202,,A,MGR,20040610,,DOTHA,19970901,19970901,,Y,X
Error	18	84	Detail	FLSA_STATUS	P		Translate value for field name FLSA_STATUS, value = P does not exist on the export definition BEN018. Need to add to export translation table.	D,139,"Thompson,Patricia K",Patricia,Kim,Thompson,,Ms.,Thompson_Patricia@demco.com,,76 Vickers Way,,Dothan,AL,36304,USA,334/786-9216,122656549,,E,19950306,F,19590622,,M,19840525,Carson,N,N,N,N,N,19950306,,19950306,19950306,,,,N,,N,,,,,,,,,,,,,20040601,322002,4701,00066,A,MGR,20040610,,DOTHA,19980307,20000101,03/07/1998,,Y,X
Error	23	84	Detail	FLSA_STATUS	P		Translate value for field name FLSA_STATUS, value = P does not exist on the export definition BEN018. Need to add to export translation table.	D,189,"Moon,Sandra",Sandra,,Moon,,,,,4015 Harper Avenue,,Atlanta,GA,35244,USA,,124567890,,E,19900614,F,19620730,,S,,N,N,,N,N,N,20001001,,19900614,20001001,,,,N,,N,,,,,,,,,,,,,20031231,122002,4701,,A,PAY,20040622,ATB,NORCR,20020401,20020401,,Y,X
Error	33	84	Detail	FLSA_STATUS	P		Translate value for field name FLSA_STATUS, value = P does not exist on the export definition BEN018. Need to add to export translation table.	D,101,"Hill,Stacey Jean",Stacey,Jean,Hill,,Ms.,stacey_hill@demco.com,,1701 Canel Street,Apt. 3B,,Alford,FL,36312,USA,904/735-6648,144260739,,E,19900610,F,19621108,,D,19870916,Patterson,N,N,,N,N,N,19900610,,19900610,19900610,,,,N,Production Trainer,N,,,,,904-735-4476,,,,,,,,,,,,,20040601,311004,4850,,A,MGR,20040610,,DOTHA,19980210,19930610,,Y,X

Environment: DOCPF107
Report ID: BEN018
Automatic Data Processing, Inc.

Export Errors/Warnings Report

Page No.: 2
Run Date: 03/17/2007
Run Time:15:31:18

<u>Error</u>	<u>Row</u>	<u>Col</u>	<u>Type</u>	<u>Source Column Name</u>	<u>Source Value</u>	<u>Export Value</u>	<u>Message</u>	<u>Output Record</u>
Error	1	19	Detail	SSN			Required field. Export column name = Social Security Number Source column = SSN is null	D,INL102,"Wessex,Phoebe",Phoebe,,Wessex,,,,2 Pine Trees,Chertsey Lane,,Kingston-upon-Thames,BK,TW 18 3DS,GBR,
Error	2	19	Detail	SSN			Required field. Export column name = Social Security Number Source column = SSN is null	D,INL101,"Dawson,Wesley",Wesley,,Dawson,,,,80 Burns Road,,Picnic Point,NW,2213,AUS,
Total Errors:				2				
Total Warnings:				0				

End of Report

Chapter 3

Payroll Reports

- 3-4** Introduction
- 3-5** ALFSG003 FSG Pre-Qualification Audit Report
- 3-7** ALFSG004 FSG Interpretation/Notification Audit Report
- 3-9** ALFSG005 FSG Disbursement Audit Report
- 3-11** ALPAY001 Pay Data Summary Report
- 3-13** ALPAY002 Pay Data Detail Report
- 3-18** ALPAY02A Special Entries/Balance Adjustments Report
- 3-20** ALPAY003 Manual Check Detail Report
- 3-24** ALPAY004 Third Party Sick Pay Detail Report
- 3-26** ALPAY005 Automatic Pay Cancellations Report
- 3-28** ALPAY006 Total Hours by Job Number Report
- 3-30** ALPAY007 Temporary Department Report
- 3-32** ALPAY008 Salaried Employees With Hours Report

- 3-34** ALPAY009 Salary Change Without Earnings Change Report
- 3-36** ALPAY010 Active Hourly Employees Without Hours Report
- 3-38** ALPAY011 Inactive Employees With Pay Report
- 3-40** ALPAY012 Total Hours Outside of Range Report
- 3-42** ALPAY014 PFT Deduction Mover - Summary Report
- 3-44** ALPAY015 PFT Deduction Mover - Detail Report
- 3-46** ALPAY016 Payroll Employee Changes Report
- 3-50** ALPAY020 Deduction Verification Summary Report
- 3-54** ALPAY021 Deduction Verification Report
- 3-58** ALPAY022 Retirement Services Data Import Log
- 3-60** ALPAY023 Pay Data/Job Differences Report
- 3-62** ALPAY024 PTO-Current Cycle Activity Report
- 3-66** ALPAY027 Temporary Cost Number Report
- 3-68** ALPAY030 Pre-PFT Data Check Report
- 3-70** ALPAY032 New Mexico Employee Termination Report
- 3-72** ALPAY033 Health Care Memo Report
- 3-74** ALTBL001 Payroll Pay Group Options Report
- 3-76** ALTBL002 Non-Mappable Fields Report
- 3-78** ALTBL003 Mappable DBA Fields Report
- 3-80** ALTBL004 Mapper Report
- 3-82** ALTBL005 Deduction Report
- 3-84** ALTBL006 Earnings Report

- 3-86** ALUTL001 Copy Pay Group Tables Report
- 3-88** ALUTL006 Mass Change Report
- 3-90** ALUTL007 Local Tax Code Mass Change Program Report
- 3-92** ALUTL011 Logically Deleted Rehire Report
- 3-94** ALUTL012 Differences Selection Report
- 3-96** ALUTL013 Masterfile Differences Report
- 3-98** ALUTL015 Payroll Table Comparison Report
- 3-101** ALUTL018 Activate Employee FLSA Overtime Report
- 3-103** ALUTL021 Pay Group/Employee Synchronization Report
- 3-105** ALUTL023 Populate Work Location Tax Defaults Report
- 3-109** ALUTL027 Salaried Employee Proration Report
- 3-111** ALUTL033 Paid Time Off Fraction Calculation for Qualified Events Report
- 3-115** ALWGP002 Payee Report
- 3-117** PAY701 Bank Table Report
- 3-119** PER035 SSN - File Create Report
- 3-121** PER036 SSN - File Received Report
- 3-123** PER052 Electronic W-4 Submission Report

Introduction

The reports in this section are arranged by report ID. You can identify the functions by the following prefixes:

- ALFSG - Full Service - Wage Garnishments
- ALPAY – Payroll Reports.
- ALTBL – Table Report
- ALUTL - Utilities
- ALWGP - Wage Garnishment Processing
- PAY - Bank Table Report
- PER – File Create, File Received, and Electronic W-4 Submission reports

 For more information, see [“Identifying the Report Using the Report Prefix,”](#) on page 1-3.

For each report, you'll find a summary of its important features and a sample of its printed form. The summary gives the report name and ID number and a brief description of the report data and its purpose.

ALFSG003 FSG Pre-Qualification Audit Report

Description

Use the Pre-Qualification Audit report to view the results of the Pre-Qualification process, which validates the information in the Pre-Qualification Request file sent from ADP Wage Garnishment. It contains the names, Social Security Numbers, and employment status, and it identifies which employee records failed the validation, for example, if an employee was terminated.

To access the FSG Pre-Qualification Audit report, make the following selections from PayForce:

Payroll Maintenance ~ Full Service Garnishment ~ Pre-Qualification (ALFSG003)



To view the most up-to-date results from the Pre-Qualification process, go to the [SmartCompliance](#) portal.

Environment: ADPCLIENT_Environment
 Report ID: ALFSG003
 Automatic Data Processing, Inc.

FSG Pre-Qualification Audit Report

Page No. 1
 Run Date: 06/19/2013
 Run Time: 17:21:23

<u>EE First Name</u>	<u>EE Last Name</u>	<u>EE SSN</u>	<u>Status Description</u>	<u>Message</u>
Karen	Stone	381658529	Active	SUCCESS: Employee Active (A)
Mark	Petersen	823554659	Active	SUCCESS: Employee Active (A)
Claude	Kennedy	381441620	Active	SUCCESS: Employee Active (A)
ANGELA	MORRIS	562782684	Active	SUCCESS: Employee Active (A)
Rachel	O'Connell	381427920	Active	SUCCESS: Employee Active (S)
Mark	Henry	381119301	Active	SUCCESS: Employee Active (L)
Harold	Bogart	381995624	Terminated	ERROR: Employee Terminated
Wayne	Daniels	381570909	Terminated	ERROR: Employee Terminated
Kimberly	Jones	381269852	Active	SUCCESS: Employee Active (A)
Jo	Li	381259852	Active	SUCCESS: Employee Active (A)

file name : GARNSERVICES Interface Queue - 'rcipqq.xml'
 filedate : 06/12/2013 18:48

Total Employee Records Read:	10
Total Inactive or Unable to Locate Record Count (ADP Status = U):	2
Total Active Record Count (ADP Status = A):	8
Total Employee Records Written on Response File:	10

ALFSG004 FSG Interpretation/Notification Audit Report

Description

Use the Interpretation/Notification Audit report to view detailed information about your employees' liens for the current payroll. The report includes the employee name, Social Security Number, employee ID, payee name, payee state, payee code, lien start date, and any exceptions, such as missing information.

To access the Interpretation/Notification Audit report, make the following selections from PayForce:

Payroll Maintenance ~ Full Service Garnishment ~ Interpretation & Notification (ALFSG004)



To view the most up-to-date results from the Interpretation and Notification process, go to the [SmartCompliance](#) portal.

Environment: P203Q1 Environment
 Report ID: ALFSG004
 Automatic Data Processing, Inc.

FSG Interpretation/Notification Audit Report

Page No. 1
 Run Date: 07/08/2013
 Run Time: 14:44:35

Run Option: Report and Update

SSN	EMPLID	First Name	Last Name	Lien	Payee Name	Payee State	Payee Code	Start Date	Exception
101-19-3229	1022	JUANITO	RANCHERO	1	NC CHILD SUPPORT	NC	55003	06/27/2013	New Lien Inserted.
101-19-3229	1022	JUANITO	RANCHERO	1	NC CHILD SUPPORT	NC	55003	06/27/2013	New Payee Inserted.
101-19-3228	1021	MICHAEL	QUINLEY	1	NC CHILD SUPPORT	NC	55004	06/28/2013	New Lien Inserted.
101-19-3228	1021	MICHAEL	QUINLEY	1	NC CHILD SUPPORT	NC	55004	06/28/2013	New Payee Inserted.
101-19-3228	1021	MICHAEL	QUINLEY	2	NC CHILD SUPPORT	NC	55005	06/27/2013	New Lien Inserted.
101-19-3228	1021	MICHAEL	QUINLEY	2	NC CHILD SUPPORT	NC	55005	06/27/2013	New Payee Inserted.
101-19-3227	1020	KENNETH	PALMER	1	NC CHILD SUPPORT	NC	55006	06/27/2013	New Lien Inserted.
101-19-3227	1020	KENNETH	PALMER	1	NC CHILD SUPPORT	NC	55006	06/27/2013	New Payee Inserted.
101-19-3225	1018	RACHEL	NANCE	1	PA SCDU	PA	55007	06/27/2013	New Lien Inserted.
101-19-3225	1018	RACHEL	NANCE	1	PA SCDU	PA	55007	06/27/2013	New Payee Inserted.
101-19-3223	1016	DANIEL	LANGFORD	1	MISDU	MI	55008	06/27/2013	New Lien Inserted.
101-19-3223	1016	DANIEL	LANGFORD	1	MISDU	MI	55008	06/27/2013	New Payee Inserted.
300-95-6642	1064	THANDIE	NEWTON	1	CLERK OF COMBINED CO	CO	55009	06/27/2013	New Lien Inserted.
300-95-6642	1064	THANDIE	NEWTON	1	CLERK OF COMBINED CO	CO	55009	06/27/2013	New Payee Inserted.
300-58-6642	1063	WAYNE	NEWTON	1	NYS CHILD SUPPORT PR	NY	55010	06/27/2013	New Lien Inserted.
300-58-6642	1063	WAYNE	NEWTON	1	NYS CHILD SUPPORT PR	NY	55010	06/27/2013	New Payee Inserted.
106-60-6016	1058	KJ	EMPHIRE	1	WI SCTF	WI	55011	06/27/2013	New Lien Inserted.
106-60-6016	1058	KJ	EMPHIRE	1	WI SCTF	WI	55011	06/27/2013	New Payee Inserted.
101-19-3248	1041	JENNIFER	BROOKS	1	FAMILY SUPPORT REGIS	GA	55012	06/27/2013	New Lien Inserted.
101-19-3248	1041	JENNIFER	BROOKS	1	FAMILY SUPPORT REGIS	GA	55012	06/27/2013	New Payee Inserted.
101-19-3222	1015	LINDA	KOENIG	1	THOMAS A VALENTINE,	KS	55013	06/27/2013	WARNING - Goal amount needed for this lien type.
101-19-3222	1015	LINDA	KOENIG	1	THOMAS A VALENTINE,	KS	55013	06/27/2013	New Lien Inserted.
101-19-3222	1015	LINDA	KOENIG	1	THOMAS A VALENTINE,	KS	55013	06/27/2013	New Payee Inserted.
101-19-3247	1040	PATRICK	ROY	1	TX CHILD SUPPORT SDU	TX	55014	06/27/2013	New Lien Inserted.
101-19-3247	1040	PATRICK	ROY	1	TX CHILD SUPPORT SDU	TX	55014	06/27/2013	New Payee Inserted.
101-19-3243	1036	MARCIA	MARTIN	1	WASHINGTON STATE SUP	WA	55015	06/27/2013	New Lien Inserted.
101-19-3243	1036	MARCIA	MARTIN	1	WASHINGTON STATE SUP	WA	55015	06/27/2013	New Payee Inserted.
101-19-3240	1033	LAURA	MCCAIN	1	STATE DISBURSEMENT U	IL	55016	06/27/2013	New Lien Inserted.
101-19-3240	1033	LAURA	MCCAIN	1	STATE DISBURSEMENT U	IL	55016	06/27/2013	New Payee Inserted.
101-19-3234	1027	EDWARD	YOUNG	1	STATE DISBURSEMENT U	IL	55017	06/27/2013	New Lien Inserted.
101-19-3234	1027	EDWARD	YOUNG	1	STATE DISBURSEMENT U	IL	55017	06/27/2013	New Payee Inserted.
101-19-3233	1026	NANCY	WOODSIDE	1	COURT TRUSTEE	CA	55018	06/27/2013	New Lien Inserted.
101-19-3233	1026	NANCY	WOODSIDE	1	COURT TRUSTEE	CA	55018	06/27/2013	New Payee Inserted.
101-19-3229	1022	JUANITO	RANCHERO	2	NC CHILD SUPPORT	NC	55019	06/28/2013	New Lien Inserted.
101-19-3229	1022	JUANITO	RANCHERO	2	NC CHILD SUPPORT	NC	55019	06/28/2013	New Payee Inserted.
288-76-3359	1077	RUSSELL	LIGHTFOOT	1	UNITED STATES TREASU	CA	55020	06/30/2013	ERROR - No available DEDCD for this lien type.
299-54-6687	1076	BRUCE	LI	1	UNITED STATES TREASU	CA	55020	06/30/2013	New Lien Inserted.
299-54-6687	1076	BRUCE	LI	1	UNITED STATES TREASU	CA	55020	06/30/2013	New Payee Inserted.
288-76-6443	1075	JOHN	CROWE	1	ARIZONA DEPARTMENT O	AZ	55021	06/27/2013	New Lien Inserted.
288-76-6443	1075	JOHN	CROWE	1	ARIZONA DEPARTMENT O	AZ	55021	06/27/2013	New Payee Inserted.
300-98-3254	1071	COLIN	POWELL	1	OFFICE OF COMPLIANCE	VA	55022	06/27/2013	New Lien Inserted.
300-98-3254	1071	COLIN	POWELL	1	OFFICE OF COMPLIANCE	VA	55022	06/27/2013	New Payee Inserted.
300-58-6487	1070	COLIN	FARRELL	1	TREASURER, CITY OF P	PA	55023	06/27/2013	New Lien Inserted.
300-58-6487	1070	COLIN	FARRELL	1	TREASURER, CITY OF P	PA	55023	06/27/2013	New Payee Inserted.

ALFSG005 FSG Disbursement Audit Report

Use the Disbursement Audit report to view detailed information about the disbursements made for the current payroll. The report contains the employee's payroll information, including gross wages, disposable earnings and deductions, employee status, payee information, and so on, which ADP Wage Garnishments uses to create disbursements to the agencies or third-party payees as well as Notification letters.

To access the Disbursement Audit report, make the following selections from PayForce:

Payroll Maintenance ~ Full Service Garnishment ~ Disbursement (ALFSG005)



To view the most up-to-date results from the Disbursements process, go to the [SmartCompliance](#) portal.

Environment: P203Q1_Environment
 Report ID: ALFSG005
 Automatic Data Processing, Inc.

FSG Disbursement Audit Report

Page No. 1
 Run Date: 07/12/2013
 Run Time: 16:13:11

Run Option: Update and Report

Emplid	SSN	EE First Name	EE Last Name	GS Company	Pay Group	File Nbr	Lien	Lien Type	Lien Sub Type	Payee Code	Deduction Amount	Check Date	Payroll Nbr
Disbursements for TF Company: ZS18 Check Date:07/19/2013													
1003	144404004	Kj	Empfire4	ZS18	KJ1	000421	01	B	F	22000	100.00	07/19/2013	1
1015	101193222	Linda	Koenig	ZS18	KJ1	001016	01	G	R	55013	178.76	07/19/2013	1
1016	101193223	Daniel	Langford	ZS18	KJ1	001017	01	C	M	55008	23.08	07/19/2013	1
1018	101193225	Rachel	Nance	ZS18	KJ1	001022	01	C	M	55007	57.69	07/19/2013	1
1020	101193227	Kenneth	Palmer	ZS18	KJ1	001024	01	C	M	55006	11.54	07/19/2013	1
1021	101193228	Michael	Quinley	ZS18	KJ1	001025	01	C	M	55004	5.54	07/19/2013	1
1021	101193228	Michael	Quinley	ZS18	KJ1	001025	02	C	M	55005	3.70	07/19/2013	1
1022	101193229	Juanita	Ranchero	ZS18	KJ1	001026	01	C	M	55003	2.32	07/19/2013	1
1022	101193229	Juanita	Ranchero	ZS18	KJ1	001026	02	C	M	55019	3.49	07/19/2013	1
1026	101193233	Nancy	Woodside	ZS18	KJ1	001033	01	C	M	55018	34.62	07/19/2013	1
1027	101193234	Edward	Young	ZS18	KJ1	001034	01	C	M	55017	46.15	07/19/2013	1
1033	101193240	Laura	McCain	ZS18	KJ1	001102	01	C	M	55016	80.77	07/19/2013	1
1036	101193243	Marcia	Martin	ZS18	KJ1	001105	01	C	M	55015	28.85	07/19/2013	1
1040	101193247	Patrick	Roy	ZS18	KJ1	001109	01	C	M	55014	17.31	07/19/2013	1
1041	101193248	Jennifer	Brooks	ZS18	KJ1	001110	01	C	M	55012	15.00	07/19/2013	1
1045	101080999	Mark	Henry	ZS18	KJ1	005000	01	G	S	55001	0.00	07/19/2013	1
1045	101080999	Mark	Henry	ZS18	KJ1	005000	02	B	F	55000	0.00	07/19/2013	1
1045	101080999	Mark	Henry	ZS18	KJ1	005000	03	C	M	22002	0.00	07/19/2013	1
1047	101081000	Ali	Amind	ZS18	KJ1	005001	01	L	S	22000	0.00	07/19/2013	1
1048	101081005	Regina	Danword	ZS18	KJ1	005006	01	B	S	55000	0.00	07/19/2013	1
1051	101081012	Daniel	Langtree	ZS18	KJ1	005017	01	G	R	55002	0.00	07/19/2013	1
1058	106606016	Kj	Empfire6	ZS18	KJ1	006231	01	C	M	55011	107.84	07/19/2013	1
1063	300586642	Wayne	Newton	ZS18	KJ1	011003	01	C	M	55010	0.00	07/19/2013	1
1064	300956642	Thandie	Newton	ZS18	KJ1	011004	01	C	M	55009	0.00	07/19/2013	1
1067	300456218	Ronald	Howard	ZS18	KJ1	011007	01	C	M	55026	25.39	07/19/2013	1
1068	300465887	Dallas	Howard	ZS18	KJ1	011008	01	C	M	55025	29.48	07/19/2013	1
1069	300258499	James	Foxx	ZS18	KJ1	011009	01	L	S	55024	0.00	07/19/2013	1
1070	300586487	Colin	Farrell	ZS18	KJ1	011010	01	L	S	55023	110.00	07/19/2013	1
1071	300983254	Colin	Powell	ZS18	KJ1	011011	01	L	S	55022	0.00	07/19/2013	1
1075	288766443	John	Crowe	ZS18	KJ1	110001	01	L	S	55021	0.00	07/19/2013	1
1076	299546687	Bruce	Li	ZS18	KJ1	110002	01	L	F	55020	178.66	07/19/2013	1
1077	288763359	Russell	Lightfoot	ZS18	KJ1	110003	01	L	F	22000	258.18	07/19/2013	1
1080	589224658	Jane	Hill	ZS18	KJ1	110006	06	G	S	22000	25.00	07/19/2013	1
1081	300456612	Nancy	Barker	ZS18	KJ1	110007	01	G	S	22000	50.00	07/19/2013	1
1081	300456612	Nancy	Barker	ZS18	KJ1	110007	02	B	S	22000	25.00	07/19/2013	1
1081	300456612	Nancy	Barker	ZS18	KJ1	110007	03	C	M	22000	0.00	07/19/2013	1
1100	388256648	Tony	Gibson	ZS18	KJ1	333104	01	L	F	22001	263.85	07/19/2013	1

****Sub Totals for TF Company: ZS18 Check Date:07/19/2013
 Total Payment Amount 1,682.22

ALPAY001 Pay Data Summary Report

Description

Use the Pay Data Summary Report to print summary information on pay data transactions for the pay group you select, with hours and earnings subtotals for each batch. The following information is listed for each employee: file number, name, status, batch ID, pay number, rate type, hours, and earnings. Hours and earnings are each subtotaled for regular, overtime, and other categories.

Employees who are effective outside the current pay period will be flagged and a warning message printed at the end of the report.

Select report output options that you want to use when you run the report. You can select any of the options or all three. The report output will default to **Report (LIS)** if you do not select an output option. The options include:

- **Report (LIS)**
- **Report (PDF)**
- **Text File (CSV)**

To access the Pay Data Summary report, make the following selections from PayForce:

Payroll Maintenance ~ Payroll Reports ~ Pay Data Summary (ALPAY001)

Environment: P22A_Environment
 Report ID: ALPAY001
 Automatic Data Processing, Inc.

Paydata Summary Report

Page No. 1
 Run Date: 02/16/2009
 Run Time: 09:27:11

Pay Group: ET2
 Report Label: n/a

Sort Options: Batch ID, File Number

File #	Name	St	Batch ID	Pay #	Rate Type	HOURS			EARNINGS				
						Regular	Overtime	Other	Regular	Overtime	Other	Total	
004018	Sanchez,Marguerite S	A	PAYENDS	1	4	80.00			80.00				
004026	Baker,Chad D	A	PAYENDS	1	4	40.00	8.00		48.00				
BATCH FLAGS : Include = Y Retain = N Restrict = N													
SUBTOTALS FOR BATCH PAYENDS:													
Records: 2						120.00	8.00	0.00	128.00	0.00	0.00	0.00	0.00
*** GRAND TOTALS ***													
Records: 2						120.00	8.00	0.00	128.00	0.00	0.00	0.00	0.00

End of Report

ALPAY002 Pay Data Detail Report

Description

Use the Pay Data Detail report to print detailed information on pay data transactions for the pay group selected, with subtotals for each batch. Each pay entry is reported separately, with detailed information on the employee and the transaction. Hours and earnings are fully reported, with each category identified separately. Special entries, such as taxes, voluntary deductions, and memos are identified and reported separately by category.

Employees who are effective outside the current pay period will be flagged and a warning message printed at the end of the report. Social Security numbers are printed based on the operator's security setting.

Select report output options that you want to use when you run the report. You can select any of the options or all three. The report output will default to **Report (LIS)** if you do not select an output option. The options include:

- **Report (LIS)**
- **Report (PDF)**
- **Text File (CSV)**

To access the Pay Data Detail report, make the following selections from PayForce:

Payroll Maintenance ~ Payroll Reports ~ Pay Data Detail (ALPAY002)

Environment: PF204Q2 Environment
 Report ID: ALPAY002
 ADP, LLC

Paydata Detail Report

Page No. 1
 Run Date: 09/14/2015
 Run Time: 15:06:12

Pay Group: ET1
 Report Label: n/a

Sort Options: Batch ID

Employee Information

Pay Specific Information

File #: 003004	Dept:	Batch ID: BATC1	Pay #: 1	Entry #: 1
Name: Banks,Susan M	Pay Freq: 1	Cancel AP: No	Tax Freq:	Shift Cd:
SSN: XXXXXXXXXX	Std Hrs: 40.00	Spcl Action:	Rate Cd:	Tmp Rate:
Emp ID: 381801	Clock #:	Job #:	ALA #:	Tmp Dept:
Status: A	Data Ctrl:	Adv Pay Dt:		
Rate 1: 1 15.3620	Job #:			

Hours	Earnings	Other Entries
Reg:	Reg:	
O/T:	O/T:	

File #: 003005	Dept:	Batch ID: BATC1	Pay #: 1	Entry #: 1
Name: Parker,Russell J	Pay Freq: 1	Cancel AP: No	Tax Freq:	Shift Cd:
SSN: XXXXXXXXXX	Std Hrs: 40.00	Spcl Action:	Rate Cd:	Tmp Rate:
Emp ID: 381302	Clock #:	Job #:	ALA #:	Tmp Dept:
Status: A	Data Ctrl:	Adv Pay Dt:		
Rate 1: 1 13.3880	Job #: 9412004456			
	Addl Em: L 300.00			
	M 450.00			

Hours	Earnings	Other Entries
Reg:	Reg:	
O/T:	O/T:	

File #: 003006	Dept:	Batch ID: BATC1	Pay #: 1	Entry #: 1
Name: Danford,Regina L	Pay Freq: 1	Cancel AP: No	Tax Freq:	Shift Cd:
SSN: XXXXXXXXXX	Std Hrs: 40.00	Spcl Action:	Rate Cd:	Tmp Rate:
Emp ID: 381003	Clock #:	Job #:	ALA #:	Tmp Dept:
Status: A	Data Ctrl:	Adv Pay Dt:		
Rate 1: 1 13.1670	Job #: 9412004456			
	Addl Em: B 150.00			
	M 50.00			

Hours	Earnings	Other Entries
Reg:	Reg:	
O/T:	O/T:	

Totals For Batch: **BATC1**
 Batch Flags: Include = Y Retain = N Restrict = N
 Records: 3

Hours	Earnings	Other Entries
Reg: 0.00	Reg: 0.00	Taxes: Federal 0.00
O/T: 0.00	O/T: 0.00	Soc Sec 0.00
Other: 0.00	Other: 0.00	Med 0.00
		Med Surtax 0.00
		State 0.00
		State2 0.00
		Local 0.00
		Local2 0.00
		SUI/SDI 0.00
		Local Serv1 0.00
		Local Serv2 0.00
		Deductions: 0.00
		Memos: 0.00

Environment: PF204Q2_Environment
 Report ID: ALPAY002
 ADP, LLC

Paydata Detail Report

Page No. 7
 Run Date: 09/14/2015
 Run Time: 15:06:12

Pay Group: ET1
 Report Label: n/a

Sort Options: Batch ID

Employee Information

Pay Specific Information

GRAND TOTALS
 Records: 10

<u>Hours</u>		<u>Earnings</u>		<u>Other Entries</u>	
Reg:	0.00	Reg:	0.00	Taxes:	Federal 0.00
O/T:	0.00	O/T:	0.00		Soc Sec 0.00
Other:	0.00	Other:	0.00		Med 0.00
					Med Surtax 0.00
					State 0.00
					State2 0.00
					Local 0.00
					Local2 0.00
					SUI/SDI 0.00
					Local Serv1 0.00
					Local Serv2 0.00
				Deductions:	0.00
				Memos:	0.00

** If the value of Cancel AP is "No", Automatic Pay could still be cancelled by some other means.
 Run the ALPAY005 report for a complete listing of Automatic Pay cancellations.

ALPAY02A Special Entries/Balance Adjustments Report

Description

This report prints special entries and balance adjustments that have been entered for the current pay period. Balance adjustments include paid time off, accumulators, and prior balances. Use this report to print detailed information for control hours, prior taxables, and accumulators for the pay group selected. Social Security numbers are printed based on the operator's security setting.

Select report output options that you want to use when you run the report. You can select any of the options or all three. The report output will default to **Report (LIS)** if you do not select an output option. The options include:

- **Report (LIS)**
- **Report (PDF)**
- **Text File (CSV)**

To access the Special Entries/Balance Adjustments report, make the following selections from PayForce:

Payroll Maintenance ~ Payroll Reports ~ Special Entries/Balance Adjustments (ALPAY02A)

Environment: P22A_Environment
 Report ID: ALPAY02A
 Automatic Data Processing, Inc.

Special Entries/Balance Adjustments Report

Page No. 1
 Run Date: 02/26/2009
 Run Time: 11:48:37

Pay Group: CY2
 Report Label: yager

Sort Options:

Employee Information	Special Entries	Paid Time Off Balances and Fraction	Accumulator Balances	Prior Balances	Deductions in Arrears Balances
----------------------	-----------------	-------------------------------------	----------------------	----------------	--------------------------------

Name: Hester,Mark Adam
 File #:000051
 SSN: XXXXX3209
 Emp ID:1685
 Rate 1:1 23.6920
 Rate 2:
 Rate 3:
 Rate 4:
 Rate 5:
 Rate 6:
 Rate 7:
 Rate 8:
 Rate 9:
 Status:A

Adjust Taken-1 10.00

Name: Andrews,Gregory L
 File #:001002
 SSN: XXXXX3212
 Emp ID:1688
 Rate 1:1 13.9850
 Rate 2:
 Rate 3:
 Rate 4:
 Rate 5:
 Rate 6:
 Rate 7:
 Rate 8:
 Rate 9:
 Status:A

Fraction 20/40

ALPAY003 Manual Check Detail Report

Description

Use the Manual Check Detail to display a detailed list of the check adjustments and reversals you have entered for a pay group. This report prints a detailed list of prepaid/void check transactions, with the following information for each check: file number, payee name, pay number, pay type, pay frequency, check number, pay begin date and pay end date. Also provided is a detailed listing of gross amount, taxes and deductions by category, and resulting net amount.

For each job number represented by the check, the following information is provided: temp department, temp rate, and a detailed listing of hours, earnings, and memo entries. Report totals are provided for gross, net, deductions, taxes categorized by type, and hours and earnings categorized as regular, overtime, and “other.”

Employees who are effective outside the current pay period will be flagged and a warning message printed at the end of the report.

Select report output options that you want to use when you run the report. You can select any of the options or all three. The report output will default to **Report (LIS)** if you do not select an output option. The options include:

- **Report (LIS)**
- **Report (PDF)**
- **Text File (CSV)**

To access the Manual Check Detail report, make the following selections from PayForce:

Payroll Maintenance ~ Payroll Reports ~ Manual Check Detail (ALPAY003)

Environment: ADPCLIENT_Environment
 Report ID: ALPAY003
 Automatic Data Processing, Inc.

Manual Check Detail Report

Page No. 1
 Run Date: 05/13/2015
 Run Time: 10:48:44

Pay Group: FS1
 Report Label: n/a

Sort Options: Batch ID

	Temp Rate	HOURS			EARNINGS			Memos		
		Regular	Overtime	Other	Regular	Overtime	Other			
File #: 004001			210000		16.00		300.00	ELG	300.00	
Name: Smith, Mike										
Batch ID: 2015-05-11 18.04.45.1RPAR										
Flags: Include = Y										
Retain = N										
Restrict = N										
Pay #: D										
Pay Type: 1										
Pay Freq: 1										
Check #: 123444555										
Pay Begin Dt: 05/03/2015										
Pay End Dt: 05/10/2015										
Funds Disb: N										
Adv Pay Dt:										
Tax Freq:										
Paychk Tax Freq:										
Chk Prtd: Y										
Pd Cost#:										
				0.00	16.00	0.00	0.00	300.00	0.00	300.00
Gross: 300.00										
Taxes: Federal		29.50								
Soc Sec		18.60								
Med		4.35								
Med Surtax		0.00								
State		11.69								
State2		0.00								
Local		0.00								
Local2		0.00								
SUI/SDI		0.00								
Local Serv1		0.00								
Local Serv2		0.00								
Block: CHA		25.00								
Deductions:										
Net:									210.86	

Environment: ADPCLIENT_Environment
 Report ID: ALPAY003
 Automatic Data Processing, Inc.

Manual Check Detail Report

Page No. 2
 Run Date: 05/13/2015
 Run Time: 10:48:44

Pay Group: FS1
 Report Label: n/a

Sort Options: Batch ID

Temp Rate	HOURS			EARNINGS			Memos
	Regular	Overtime	Other	Regular	Overtime	Other	

**** BATCH TOTALS - 2015-05-11 18.04.45.1RPAR *****

Hours:	Reg 0.00	Earnings:	Reg 0.00	Gross:	300.00	Taxes:	Federal 29.50	Deductions:	25.00	Memos:	300.00
	O/T 16.00		O/T 300.00				Soc Sec 18.60			Net:	210.86
	Other 0.00		Other 0.00				Med 4.35				
							Med Surtax 0.00				
							State 11.69				
							State2 0.00				
							Local 0.00				
							Local2 0.00				
							SUI/SDI 0.00				
							Local Serv1 0.00				
							Local Serv2 0.00				

Environment: ADPCLIENT_Environment Report ID: ALPAY003 Automatic Data Processing, Inc.	Manual Check Detail Report	Page No. 3 Run Date: 05/13/2015 Run Time: 10:48:44
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Pay Group: FS1
 Report Label: n/a

Sort Options: Batch ID

	Temp Rate	HOURS			EARNINGS			Memo:
		Regular	Overtime	Other	Regular	Overtime	Other	
File #: 004001 Name: Smith, Mike Batch ID: TOTAL HRS WRKED Flags: Include = Y Retain = N Restrict = N Pay #: C Pay Type: 1 Pay Freq: 1 Check #: 0 Pay Begin Dt: Pay End Dt: Funds Disb: N Adv Pay Dt: Tax Freq: Paychk Tax Freq: Chk Prtd: N Pd Cost#:								
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gross: 0.00 Taxes: Federal 0.00 Block: Deductions: Net: 0.00 Soc Sec 0.00 Med 0.00 Med Surtax 0.00 State 0.00 State2 0.00 Local 0.00 Local2 0.00 SUI/SDI 0.00 Local Serv1 0.00 Local Serv2 0.00								

ALPAY004 Third Party Sick Pay Detail Report

Description

This report provides a detailed list of third party sick pay transactions. The following information is provided for each transaction: file number, employee name, pay number, temp department, taxable and non-taxable sick pay, and a listing of taxes deducted by category.

The Third Party Sick Pay Detail report includes employees who were hired before the pay end date and identifies those who have pay data that will not be included with the current payroll run.

Select report output options that you want to use when you run the report. You can select any of the options or all three. The report output will default to **Report (LIS)** if you do not select an output option. The options include:

- **Report (LIS)**
- **Report (PDF)**
- **Text File (CSV)**

To access the Third Party Sick Pay Detail report, make the following selections from PayForce:

Payroll Maintenance ~ Payroll Reports ~ Third Party Sick Pay Detail (ALPAY004)

Environment: DOCPF107
 Report ID: ALPAY004
 Automatic Data Processing, Inc.

Third Party Sick Pay Detail Report

Page No. 1
 Run Date: 08/08/2006
 Run Time: 16:05:24

Pay Group: ET2

File #	Name	Pay #	Temp Dept	Taxable Sick Pay	Non-Tax Sick Pay	Total Sick Pay	Total Taxes	Net Sick Pay	Federal Tax	SS/Med Tax	St/St2 Code	Loc/Loc2 Code	SUI/SDI Tax/Code	Adjustmnt Date
*** GRAND TOTALS ***														
	Records:	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	

End of Report

ALPAY005 Automatic Pay Cancellations Report

Description

This report provides a list of those employees whose automatic pay status has been canceled. Employees with automatic pay status include all salaried employees, and hourly employees who have a positive value for standard hours. The pay group must also be configured for automatic pay in the pay group options table.

Cancellation of automatic pay status can occur if any of the following are non-zero: temp rate, rate code, tax frequency, special action value of F, X, or Y, temp department, shift value of 1, hours value for hourly employees, or earnings value for salaried employees.

For each employee canceled, the following information is provided: file number, employee name, status, pay number, batch ID, reason for pay cancellation, regular hours and regular earnings totals. Only the first reason encountered for pay cancellation is printed.

Select report output options that you want to use when you run the report. You can select any of the options or all three. The report output will default to **Report (LIS)** if you do not select an output option. The options include:

- **Report (LIS)**
- **Report (PDF)**
- **Text File (CSV)**

To access the Automatic Pay Cancellations report, make the following selections from PayForce:

Payroll Maintenance ~ Payroll Reports ~ Automatic Pay Cancellations (ALPAY005)

Environment: P6QA
 Report ID: ALPAY005
 Automatic Data Processing, Inc.

Automatic Pay Cancellations

Page No. 1
 Run Date: 05/26/2006
 Run Time: 08:44:44

Pay Group: ET2

Sort Options: File Number

File #	Name	St	Pay #	Batch ID	Field Used to Cancel Autopay	Regular Hours	Regular Earnings
004001	Johnson,Elizabeth A	A	1	C-DEMO2-BATCH	Reg Ern for Salaried Emp		1320.00
004001	Johnson,Elizabeth A	A	1	REPORTSORTCOST	Shift Code 1	20.00	
004001	Johnson,Elizabeth A	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004002	Brown,James R	A	1	C-DEMO2-BATCH	Reg Ern for Salaried Emp		1320.00
004002	Brown,James R	A	1	REPORTSORTCOST	Shift Code 1	6.00	
004002	Brown,James R	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004003	Norville,Trevor John	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004005	Lacy,Sandra J	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004006	McDonald,Samantha Y	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004008	King,G Andrew	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004009	Hassen,Rasheed	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004009	Hassen,Rasheed	A	1	TEST1	Reg Ern for Salaried Emp	40.00	4500.00
004010	Liu,Kim L	A	1	DEMO2-CANNOT-OPEN-THIS	Reg Ern for Salaried Emp		1320.00
004010	Liu,Kim L	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004010	Liu,Kim L	A	1	TEST1	Reg Ern for Salaried Emp	40.00	4500.00
004011	Marvin,David S	A	1	DEMO-ET2-LOAD-BATCH2	Reg Ern for Salaried Emp		1320.00
004011	Marvin,David S	A	1	DEMO2-CANNOT-OPEN-THIS	Reg Ern for Salaried Emp		1320.00
004011	Marvin,David S	A	1	DEMO2-ET2-BATCH1	Reg Ern for Salaried Emp		1320.00
004011	Marvin,David S	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004011	Marvin,David S	A	1	TEST1	Reg Ern for Salaried Emp	40.00	4500.00
004014	Diaz,L Hector	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004015	Steffen,Brad B	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004016	Campbell,K Jeffrey	A	1	DEMO2-EDIT-DEMO-LOAD	Reg Ern for Salaried Emp		1320.00
004016	Campbell,K Jeffrey	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004017	Kingsley,James H	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004018	Sanchez,Marguerite S	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004019	Madison,A Brenda	A	1	DEMO2-ET2-BATCH2	Reg Ern for Salaried Emp		1320.00
004019	Madison,A Brenda	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004020	Cleveland,George F	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004021	Chestnut,Helen Morgan	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004023	Sung,Huy	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004024	Patterson,L Kay	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004025	Hamilton,Carl L	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004026	Baker,Chad D	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004027	Livingston,Stephanie J	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004028	Franklin,Paul J	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004029	Wilcher,Karen H	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004030	Manhardt,Leslie F	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004032	Martinez,Stuart I	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004033	Landreth,Alex S	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004036	Davis,Marshall E	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004037	Eldridge,Randall C	A	1	TEST	Reg Ern for Salaried Emp		1320.00
004039	Carlson,Dawn E	A	1	TEST	Reg Ern for Salaried Emp		1320.00

End of Report

ALPAY006 Total Hours by Job Number Report

Description

This report lists total hours grouped by job number. For each job number, a list of employees is provided with hours worked totaled by regular, overtime, and “other.” For each employee, the following information is provided: file number, employee name, temp department, home department, status, pay number, batch ID, shift code, and hours subtotaled by category.

Select report output options that you want to use when you run the report. You can select any of the options or all three. The report output will default to **Report (LIS)** if you do not select an output option. The options include:

- **Report (LIS)**
- **Report (PDF)**
- **Text File (CSV)**

To access the Total Hours by Job Number report, make the following selections from PayForce:

Payroll Maintenance ~ Payroll Reports ~ Total Hours By Job Number (ALPAY006)

Environment: DOCPF107
 Report ID: ALPAY006
 Automatic Data Processing, Inc.

Total Hours by Job Number

Page No.: 1
 Run Date: 06/20/2006
 Run Time: 13:09:49

Pay Group: 22D

File #	Temp Dept	Name	Payroll Dept	St	Pay #	Batch ID	Shift Cd	HOURS			Total
								Regular	Overtime	Other	
Job #:		9604155									
001002	222002	Andrews, Gregory L		A	1	DYA144-stuff		40.00			40.00
SUBTOTALS FOR JOB 9604155:											
Records:		1									
*** GRAND TOTALS ***											
Records:		1									
								40.00	0.00	0.00	40.00

End of Report

ALPAY007 Temporary Department Report

Description

This report lists total hours grouped by temporary department. For each temporary department, a list of employees is provided with total hours and earnings. For each employee, the following information is provided: temp department, file number, employee name, home department, status, pay number, batch ID, shift code, temp rate, total hours, and total earnings.

To access the Temporary Department report, make the following selections from PayForce:

Payroll Reports ~ Payroll ~ Temporary Department (ALPAY007)

Environment: P22A_Environment
 Report ID: ALPAY007
 Automatic Data Processing, Inc.

Temporary Department Report

Page No. 1
 Run Date: 02/16/2009
 Run Time: 10:22:41

Pay Group: ET2

Temp Dept	File #	Name	Payroll Dept	St	Pay #	Batch ID	Shift Cd	Temp Rate	Total Hours	Total Earnings
700000	004017	Kingsley,James H	940300	A	2	ETA		0.0000	44.00	4444.00
SUBTOTALS FOR DEPARTMENT 700000:										
Records: 1									44.00	4444.00
*** GRAND TOTALS ***										
Records: 1									44.00	4444.00

End of Report

ALPAY008 Salaried Employees With Hours Report

Description

This report lists all salaried employees who have a value for hours worked. For each employee listed, the following information is provided: file number, employee name, home department, status, pay number, batch ID, and hours. Hours are fully reported, with regular, overtime, and other categories listed separately. Report totals are provided for regular, overtime, and “other” hours.

To access the Salaried Employees With Hours report, make the following selections from PayForce:

Payroll Maintenance ~ Payroll Reports ~ Salaried Employees With Hours (ALPAY008)

Environment: DOCPF107
 Report ID: ALPAY008
 Automatic Data Processing, Inc.

Salaried Employees With Hours

Page No. 1
 Run Date: 08/11/2006
 Run Time: 09:33:02

Pay Group: ET2

File #	Name	PR Dept/ Cost Nbr	St	Pay #	Batch ID	Shift Cd	Temp Rate	-----		
								Regular	HOURS Overtime	Other
004001	Johnson,Elizabeth A	920100	A	1	WEEKLY001			40.00		
004002	Brown,James R	940200	A	1	WEEKLY001			40.00		
994031	*Griffin,Dean D	960200	A	1	WEEKLY001			40.00		
*** GRAND TOTALS ***										
Records: 3								120.00	0.00	0.00

* Employees with an asterisk before their name will not be included in the pay file because they are future effective dated.
 Paydata should be deleted for these employees to prevent errors when the payroll is processed.

End of Report

ALPAY009 Salary Change Without Earnings Change Report

Description

This report lists any active salaried employees for whom pay rate information was entered or changed during the last pay period without a corresponding earnings change.

For each employee listed, the following information is provided: file number, employee name, pay number, batch ID, pay rate, and regular earnings.

The Salary Change without Earnings Change report includes employees that were hired before the pay end date.

To access the Salary Change without Earnings Change report, make the following selections from PayForce:

Payroll Maintenance ~ Payroll Reports ~ Salary Change w/out Earnings (ALPAY009)

Environment: P22A_Environment
 Report ID: ALPAY009
 Automatic Data Processing, Inc.

Salary Change Without Earnings Change

Page No. 1
 Run Date: 02/16/2009
 Run Time: 10:26:40


Pay Group: ET2

File #	Name	Pay #	Batch ID	Current Pay Rate	Regular Earnings
004001	Johnson,Elizabeth A			5334.3800	<u>NO PAY</u>
004002	Brown,James R			1942.1800	<u>NO PAY</u>
004003	Norville,Trevor John			1754.1800	<u>NO PAY</u>
004005	Lacy,Sandra J			791.2900	<u>NO PAY</u>
004006	McDonald,Samantha Y			1048.7200	<u>NO PAY</u>
004008	King,G Andrew			1318.8100	<u>NO PAY</u>
004009	Hassen,Rasheed			1800.9700	<u>NO PAY</u>
004010	Liu,Kim L			1029.0900	<u>NO PAY</u>
004011	Marvin,David S			1057.1600	<u>NO PAY</u>
004014	Diaz,L Hector			1129.9600	<u>NO PAY</u>
004015	Steffen,Brad B			1463.7700	<u>NO PAY</u>
004016	Campbell,K Jeffrey			1054.2000	<u>NO PAY</u>
004017	Kingsley,James H	2	ETA	1244.9600	4444.00
004018	Sanchez,Marguerite S	1	ET1001	1683.8600	730.80
004018	Sanchez,Marguerite S	1	ET1002	1683.8600	730.80
004018	Sanchez,Marguerite S	1	PAYENDS	1683.8600	0.00
004019	Madison,A Brenda			921.6900	<u>NO PAY</u>
004020	Cleveland,George F			5080.4200	<u>NO PAY</u>
004021	Chestnut,Helen Morgan			1474.5300	<u>NO PAY</u>
004023	Sung,Huy			1381.3400	<u>NO PAY</u>
004024	Patterson,L Kay			1920.1900	<u>NO PAY</u>
004025	Hamilton,Carl L			1536.1500	<u>NO PAY</u>
004026	Baker,Chad D	1	PAYENDS	1597.5200	0.00
004027	Livingston,Stephanie J			1703.0200	<u>NO PAY</u>
004028	Franklin,Paul J			2371.7500	<u>NO PAY</u>
004029	Wilcher,Karen H			1371.5600	<u>NO PAY</u>
004030	Manhardt,Leslie F			1068.9700	<u>NO PAY</u>
004032	Martinez,Stuart I			1371.5600	<u>NO PAY</u>
004033	Landreth,Alex S			1327.2500	<u>NO PAY</u>
004036	Davis,Marshall E			2555.5400	<u>NO PAY</u>
004037	Eldridge,Randall C			1917.4700	<u>NO PAY</u>
004039	Carlson,Dawn E			1200.6400	<u>NO PAY</u>
004041	Philips,Susan Langston			4190.1100	<u>NO PAY</u>
004042	Nguyen,Yoo			4041.7000	<u>NO PAY</u>
004043	Yager,Carl E			1263.9600	<u>NO PAY</u>
004044	Derosa,Carol W			2396.6400	<u>NO PAY</u>
004045	Daniels,Joseph W			1799.9100	<u>NO PAY</u>
004046	Arrington,Jennifer A			1391.8400	<u>NO PAY</u>
004047	Harrington,Carolyn L			1627.3100	<u>NO PAY</u>
004048	Thomas,Darrell R			1241.7900	<u>NO PAY</u>
004065	Addington,Gregory J	2	ETA	2890.8300	3333.00
004070	Alvarez,Francisca M			1083.1900	<u>NO PAY</u>
004075	DePalma,Robert J			5299.5100	<u>NO PAY</u>
094031	Griffin,Dean D			1287.1600	<u>NO PAY</u>


ALPAY010 Active Hourly Employees Without Hours Report

Description

This report lists any active hourly employees who have no pay transactions, either because no pay data was entered or because automatic pay was canceled.

 For each employee listed, the following information is provided: file number, employee name, clock number, department number and, if appropriate, an indication that automatic pay was canceled. In addition, the report includes full-time/part-time status as well as other information such as leave details.

The Active Hourly Employees without Hours report includes employees that were hired before the pay end date.

 Hourly employees with automatic standard hours are not included in this report. For a complete listing of automatic pay cancellations, you can run the Automatic Pay Cancellations report Payroll Maintenance ~ Payroll Reports ~ Automatic Pay Cancellations (ALPAY005).

To access the Active Hourly Employees without Hours report, make the following selections from PayForce:

Payroll Maintenance ~ Payroll Reports ~ Active Hourly Employees without Hours (ALPAY010)

Environment: ADPCLIENT
 Report ID: ALPAY010
 Automatic Data Processing, Inc.

Active Hourly Employees without Hours

Page No.: 1
 Run Date: 10/07/2008
 Run Time: 14:58:35

Pay Group: NP8
 Report Label: October

File #	Name	FT/PT Status	Clock Number	Dept Number	Cost Number	Earnings
000302	Kelly,Jim	Full-Time		222001		
000304	Jack,D Facts	Full-Time		222001		
300005	Whitting,Mark	Full-Time		002221		

Total Records: 3

*** Hourly employees with Automatic Standard Hours are not included in this report.
 Run the ALPAY005 report for a complete listing of Automatic Pay cancellations.

*** If the Earnings column is 'Yes', this hourly employee has had earnings entered
 in Paydata Entry. Run the ALPAY002 Paydata Detail report to view this data.

End of Report

ALPAY011 Inactive Employees With Pay Report

Description

This report lists any inactive employees who have pay transactions. For each employee listed, the following information is provided: file number, employee name, status, batch ID, pay number, and hours and earnings subtotaled as regular, overtime, or “other.” Hours and earnings categories are subtotaled for each batch.

The Inactive Employees with Paydata report includes employees that were hired before the pay end date.

To access the Inactive Employees With Pay Data report, make the following selections from PayForce:

Payroll Maintenance ~ Payroll Reports ~ Inactive Employees with Pay (ALPAY011)

Environment: ADPCLIENT
 Report ID: ALPAY011
 Automatic Data Processing, Inc.

Inactive Employees With Pay Data

Page No.: 1
 Run Date: 10/06/2008
 Run Time: 14:27:35

Pay Group: ET2
 Report Label: n/a


File #	Name	St	Batch ID	Pay #	HOURS				EARNINGS				
					Regular	Overtime	Other	Total	Regular	Overtime	Other	Total	
004012	Brent, Peter K	T	TLB-EXCEL	1	40.00				40.00				
BATCH FLAGS : Include = N Retain = Y Restrict = N													
SUBTOTALS FOR BATCH TLB-EXCEL TEST:													
	Records:		1		40.00	0.00	0.00		40.00	0.00	0.00	0.00	0.00
*** GRAND TOTALS ***													
	Records:		1		40.00	0.00	0.00		40.00	0.00	0.00	0.00	0.00

End of Report

ALPAY012 Total Hours Outside of Range Report

Description

This report lists employees who have total hours exceeding a specified value. For each employee listed, the following information is provided: file number, employee name, home department, status, rate 1 code, pay number, batch ID, and hours reported by category. Hours categories are totaled at the end of the report.

 When you print this report, the actual title will appear as “Total Hours Above **##.##**” with **##.##** being the number of hours entered in the **Upper Limit for Hours** field. This value defaults to 40.

To access the Total Hours Outside of Range report, make the following selections from PayForce:

Payroll Maintenance ~ Payroll Reports ~ Total Hours Outside of Range (ALPAY012)

Environment: P22A_Environment
 Report ID: ALPAY012
 Automatic Data Processing, Inc.

Total Hours Above 40

Page No. 1
 Run Date: 02/16/2009
 Run Time: 10:42:11

Pay Group: ET2

File #	Name/ Cost Number	Payroll Dept	Status	Rate 1 Code	Batch ID	Pay #	HOURS				Total
							Regular	Overtime	Other		
004017	Kingsley,James H	940300	A	4	ETA	2	44.00				44.00
004018	Sanchez,Marguerite S		A	4	ET1001	1	56.00		J : 8.00 H : 56.00 D : 10.00 B : 10.00		
					ET1002	1	56.00				
					PAYENDS	1	80.00				276.00
004026	Baker,Chad D	920100	A	4	PAYENDS	1	40.00	8.00			48.00
*** GRAND TOTALS ***											
	Records:	3					276.00	8.00		84.00	368.00


End of Report

ALPAY014 PFT Deduction Mover - Summary Report

Description

This report prints a summary list of deduction totals for each deduction code. Company code, pay group, and pay ending date are retrieved based on the pay run ID you enter. Each pay group in the pay run is processed, with one pay group printed per page.

For each deduction code, deduction classes are printed and totaled separately. The deduction code total is then printed, and all deductions for the pay group are totaled at the bottom of the page. The deduction total for the company is printed at the end of the report.

 When you print this report, the actual title on the report will appear as “Deduction Summary by Deduction Code.”

To access the Deduction Summary by Deduction Code report, make the following selections from PayForce:

Payroll Maintenance ~ Payroll Reports ~ PFT Deduction Mover - Summary (ALPAY014)

Environment: DEVPF107
Report ID: ALPAY014
Automatic Data Processing, Inc.

PFT Dedcalc Data Mover Results by Deduction Code

Page No. 1
Run Date: 11/17/2006
Run Time: 14:10:10

Pay Group: **22D** Payroll Year: 2006
Pay End Date: 08/20/2004 Week Nbr: 06
Pay End Date2: 08/20/2004 Payroll Nbr: 1

Deduction Code	Deduction Amount
11	112.47
14	2.31
16	14.08
2	12.69
21	145.00
26	22.00
4	5.77
B	0.92
D	13.86
F	31.92
H	0.00
I	50.00
N	5.77
P	4.62
U	15.00
UNI	10.00
Pay Group Total:	446.41
Grand Total:	446.41

End of Report

ALPAY015 PFT Deduction Mover - Detail Report

Description

This report prints a detailed deduction list for each employee, subtotaled by employee, pay group, and company. Company code, pay group, and pay ending date are retrieved based on the pay run ID you enter. Each pay group in the pay run is processed, with one pay group printed per page.

For each employee, the following information is presented: file number, employee ID, employee name, and deduction totals. For each deduction applicable to an employee, the following information is given: plan type, deduction code, deduction class, and deduction amount.

Each pay group is presented on a separate page, with the total deduction amount for the pay group. The deduction total for the company is printed at the end of the report.

 When you print this report, the actual title on the report will appear as “Deduction Register by Employee.”

To access the Deduction Register by Employee report, make the following selections from PayForce:

Payroll Maintenance ~ Payroll Reports ~ PFT Deduction Mover - Detail (ALPAY015)

Environment: DDCPF107
 Report ID: ALPAY015
 Automatic Data Processing, Inc.

Deduction Register by Employee

Page No.: 10
 Run Date: 03/10/2006
 Run Time: 12:25:05

Payroll Year: 2005 Pay Group: ET1
 Week Nbr: 23 Pay End Date: 01-JUN-2005
 Payroll Nbr: 1 Pay End Date2:

<u>File #</u>	<u>Empl ID</u>	<u>Name</u>	<u>Plan Type</u>	<u>Deduction Code</u>	<u>Deduction Class</u>	<u>Deduction Amount</u>	<u>Deduction Percent</u>	<u>Goal Nbr</u>	<u>Goal Amount</u>	<u>Deduction Totals</u>
005078	381904	Gibson,Randall R	10	MEDA	B	29.08	0.000		0.00	
			11	DNTL1	B	19.62	0.000		0.00	
			14	VIS1	B	1.62	0.000		0.00	
			20	LIFE	B	1.68	0.000		0.00	
			20	LIFE	T	2.18	0.000		0.00	
			21	SUPLF2	A	4.20	0.000		0.00	
			21	SUPLF2	T	-2.18	0.000		0.00	
			24	DEPLIF	A	0.46	0.000		0.00	
			25	SPLIFE	A	0.55	0.000		0.00	
			25	SPLIFE	T	0.51	0.000		0.00	
			30	STD2	B	1.90	0.000		0.00	
			31	LTD1	A	0.26	0.000		0.00	
			60	MEDFSA	B	15.00	0.000		0.00	
										74.88
Subtotal by Paygroup:										4501.21
Grand Total:										4501.21

End of Report

ALPAY016 Payroll Employee Changes Report

Description

This report lists all employee changes that have been entered since the previous pay period. The report requires a file to have been previously generated by the Prepare for Transmission process. This file should be named with the following format and should be in the BATCH/TEMP directory: PRccc.DBA, where ccc is the pay group.

For each employee, file number, name, and employee ID are printed as a header. Each changed field is then printed in three columns on a separate line. The first column gives the field name, the second column gives the old value for the field, and the third column gives the new value. A second grouping of three columns for the next field continues across the page.

The name for the report output file is ALPAY016_ccc.LIS, where ccc is the pay group.

Select report output options that you want to use when you run the report. You can select any of the options or all three. The report output will default to **Report (LIS)** if you do not select an output option. The options include:

- **Report (LIS)**
- **Report (PDF)**
- **Text File (CSV)**

To access the Employee Changes report, make the following selections from PayForce:

Payroll Maintenance ~ Payroll Reports ~ Employee Changes Report (ALPAY016)

Environment: ADPCLIENT
 Report ID: ALPAY016
 Automatic Data Processing, Inc.

Payroll Employee Changes Report

Page No. 1
 Run Date: 01/27/2010
 Run Time: 10:43:18

Pay Group: ET1
 Report Label: n/a
 Sort Option: Employee
 Break on: No break specified

*** AUDIT ONLY ***

Field Name	Data Was	Data Is
NAME: Henry,Mark Adam		FILE #: 003000
		EMPLID: 381002
LIEN 01 AUTOLINK DEDUCTION COD		51
LIEN 01 CASE NBR		556644
LIEN 01 DEDUCTION AMOUNT	0.00	255.00
LIEN 01 DEP MED INSURANCE		N
LIEN 01 END DATE		12312010
LIEN 01 MAR STATUS		S
LIEN 01 MULTI SUPPORT		N
LIEN 01 PAYEE CODE		GA
LIEN 01 START DATE		01012010
LIEN 01 STATE		GA
LIEN 01 STATUS		A
LIEN 01 SUB TYPE		M
LIEN 01 TYPE		C
LIEN 01 WEEKS12ARREARS		N
NAME: Chunn,Joseph A		FILE #: 003036
		EMPLID: 381204
AL DEDCD MED	19.62	144.81
GOAL LIMIT 5	2000.00	2000.00
GOAL LIMIT 6	2000.00	0
NAME: Kennedy,Claude J		FILE #: 003104
		EMPLID: 381413
AL DEDCD MED	0.00	222.22
GOAL LIMIT 2	0.00	5000.00
NAME: Echols,Jonathon D		FILE #: 003008
		EMPLID: 381511
AL DEDCD 12	0.00	186.00
AL DEDCD MED	144.81	0.00

Environment: ADPCLIENT
 Report ID: ALPAY016
 Automatic Data Processing, Inc.

Payroll Employee Changes Report

Page No. 2
 Run Date: 01/27/2010
 Run Time: 10:43:19

Pay Group: ET1
 Report Label: n/a
 Sort Option: Employee
 Break on: No break specified

*** AUDIT ONLY ***


Field Name	Data Was	Data Is
NAME: Katz,Edie		FILE #: 000000 EMPLID: 581001
AL DEDCD 13	0.00	34.00
AL DEDCD 22	0.00	30.00
AL DEDCD 44A	0.00	15.00
GOAL LIMIT 1	0.00	5000.00
NAME: Jones, Tom		FILE #: 001200 EMPLID: 98765
AL DEDCD A9	2.31	0.00

End of Report

ALPAY020 Deduction Verification Summary Report

Description

Use the Deduction Verification Summary to list all the deductions for all the employees as of the period ending date and pay group you select.

 When you print this report, the actual title on the report will appear as “Deduction Summary by Deduction Code.”

To access the Deduction Verification Summary report, select either **Step 3: Enter Pay Period Information** or **Payroll Maintenance** and make the following selections:

Payroll Reports ~ Deduction Verification Summary (ALPAY020)

Environment: DOOPF107
 Report ID: ALPAY020
 Automatic Data Processing, Inc.

Deduction Summary by Deduction Code

Page No. 1
 Run Date: 11/10/2006
 Run Time: 13:16:26

Pay Group: ET2 Pay End Date: 12/21/2006

<u>Deduction Code</u>	<u>Deduction</u>
16	80.52
17	90.73
19	45.23
21	10.71
24	1.11
25	0.92
81	0.00
82	0.00
90	0.00
A	440.00
A9	40.00
B	50.00
CCC	180.00
E	2.14
F	2.00
L	12.64
LTI	2.48
MED	508.92
N21	31.54
P	195.00
STD	19.20
VSI	3.23

Subtotal by Paygroup:

1,716.37

Environment: DOCPF10 Report ID: ALPAY020 Automatic Data Processing, Inc.	Deduction Summary by Deduction Code	Page No. 2 Run Date: 11/10/2006 Run Time: 13:16:27
--	--	--

Pay Group: ET2 Pay End Date: 12/21/2006

Deduction Code

Deduction

Grand Total:


1,716.37

End of Report

ALPAY021 Deduction Verification Report

Description

Use the Deduction Verification Summary to list all the deductions for all the employees as of the period ending date and pay group you select.

 When you print this report, the actual title on the report will appear as “Deduction Register by Employee.”

To access the Deduction Verification report, select either **Step 3: Enter Pay Period Information** or **Payroll Maintenance** and make the following selections:

Payroll Reports ~ Deduction Verification (ALPAY021)

Environment: DOCPF107
 Report ID: ALPAY021
 Automatic Data Processing, Inc.

Deduction Register by Employee

Page No. 1
 Run Date: 11/10/2006
 Run Time: 13:18:41

Pay Group: ET2 Pay End Date: 12/21/2006

File #	Empl ID	Name	Plan Type	Deduction Code	Deduction Amount	Deduction Percent	Goal Nbr	Goal Amount	Deduction Totals
004001	777002	Johnson,Elizabeth A	00	19	45.23	0.000		0.00	
			00	90	0.00	2.000	2	500.00	
			00	A	350.00	0.000	1	100.00	
			00	CCC	10.00	0.000		0.00	
			00	L	5.91	0.000		0.00	
			00	LT1	1.82	0.000		0.00	
			00	MED	185.54	0.000		0.00	
			00	STD	13.38	0.000		0.00	611.88
004002	777010	Brown,James R	00	16	45.23	0.000		0.00	
			00	24	1.11	0.000		0.00	
			00	25	0.92	0.000		0.00	
			00	A9	10.00	0.000	2	800.00	
			00	B	25.00	0.000	1	1,040.00	
			00	CCC	50.00	0.000		0.00	
			00	E	2.14	0.000		0.00	
			00	LT1	0.66	0.000		0.00	
			00	MED	201.23	0.000		0.00	
			00	P	20.00	0.000		0.00	
			00	STD	2.91	0.000		0.00	359.20
004018	777013	Sanchez,Marguerite S	00	16	35.29	0.000	1	400.00	
			00	81	0.00	5.000	3	1,500.00	
			00	90	0.00	1.500	2	300.00	
			00	A	40.00	0.000		0.00	
			00	F	2.00	0.000	4	50.00	
			00	L	2.45	0.000		0.00	
			00	MED	7.50	0.000		0.00	
			00	N21	11.54	0.000		0.00	98.78
004019	777029	Madison,A Brenda	00	81	0.00	3.000		0.00	
			00	90	0.00	1.500		0.00	
			00	B	15.00	0.000		0.00	
			00	CCC	100.00	0.000	1	5,000.00	115.00
004031	777016	Griffin,Dean D	00	17	45.60	0.000		0.00	
			00	81	0.00	2.000		0.00	
			00	82	0.00	4.000		0.00	
			00	A	50.00	0.000	4	450.00	
			00	CCC	20.00	0.000	2	500.00	

Environment: DOCPF107
 Report ID: ALPAY021
 Automatic Data Processing, Inc.

Deduction Register by Employee

Page No. 2
 Run Date: 11/10/2006
 Run Time: 13:18:41

Pay Group: ET2 Pay End Date: 12/21/2006

File #	Empl ID	Name	Plan Type	Deduction Code	Deduction Amount	Deduction Percent	Goal Nbr	Goal Amount	Deduction Totals
		Griffin,Dean D	00	MED	56.50	0.000	1	750.00	
			00	N21	20.00	0.000		0.00	
			00	P	125.00	0.000	3	2,500.00	317.10
004041	777023	Philips,Susan Langston	00	17	45.13	0.000		0.00	
			00	21	10.71	0.000		0.00	
			00	A9	30.00	0.000		0.00	
			00	B	10.00	0.000	1	100.00	
			00	L	4.28	0.000		0.00	
			00	MED	58.15	0.000		0.00	
			00	P	50.00	0.000		0.00	
			00	STD	2.91	0.000		0.00	
			00	VS1	3.23	0.000		0.00	
Subtotal by Paygroup:									214.41
									1,716.37

Environment: DOCPF107
 Report ID: ALPAY021
 Automatic Data Processing, Inc.

Deduction Register by Employee

Page No. 3
 Run Date: 11/10/2006
 Run Time: 13:18:41

Pay Group: ET2 Pay End Date: 12/21/2006

File #	Empl ID	Name	Plan Type	Deduction Code	Deduction Amount	Deduction Percent	Goal Nbr	Goal Amount	Deduction Totals
Grand Total:									1,716.37


End of Report

ALPAY022 Retirement Services Data Import Log

Description

After the Retirement Services Import (401(k)/529) is loaded, you can generate a report on the loaded information. This report details the information at the employee level and includes the employee ID, record number, pay group, file number, name, and the deductions and goals that were loaded.

As each Retirement Load process completes, the data loaded into the deduction tables is also stored in a report table that is used to produce the Retirement Services Data Import Log (ALPAY022). In order to only see the data loaded since the last report was run, you will want to clear the report data each time you run this report. However, if there are multiple users running this report for the same pay group, you may not want to clear the report data until all users have completed their review.

 This is a separate report from the `loadrtmtcccnr.log` which is automatically generated when you load the Retirement Services Import (201(k)/529) file and contains the messages, warnings, and errors resulting from the load.

To access the Retirement Services Data Import Log (ALPAY022), make the following selections from PayForce:

Payroll Maintenance ~ Payroll Reports ~ Retirement Services Data Import Log (ALPAY022)

Environment: ADPCLIENT_Environment
Report ID: ALPAY022
Automatic Data Processing, Inc.

Retirement Services Data Import Log

Page No. 1
Run Date: 03/24/2009
Run Time: 09:30:41

Report Label: n/a
Sorted By: Load Date & Time/Pay Group/File Number

Load Date/Time:

Pay Group	File #	Empl ID	Rcd #	Effective Date	Name	Deductn Code	Deduction End Dt	Deduction Amount	Percent	Result Cd	Goal #	Goal Amount
-----------	--------	---------	-------	----------------	------	--------------	------------------	------------------	---------	-----------	--------	-------------

Grand Total:								0.00				0.00
--------------	--	--	--	--	--	--	--	------	--	--	--	------

End of Report

ALPAY023 Pay Data/Job Differences Report

Description

Use the Pay Data/Job Differences report to identify differences between employees' pay data and job information for the shift, department ID, and rate information.

The Pay Data/Job Differences report includes employees who were hired before the pay end date and identifies those who have pay data that will not be included with the current payroll run.

To access the Pay Data/Job Differences report, make the following selections from PayForce:

Payroll Maintenance ~ Payroll Reports ~ Pay Data/Job Differences Report (ALPAY023)

Environment: P22A_Environment
 Report ID: ALPAY023
 Automatic Data Processing, Inc.

Pay Data/Job Differences Report

Page No. 1
 Run Date: 02/16/2009
 Run Time: 10:45:26

Pay Group: ET2

<u>File #</u>	<u>Emplid</u>	<u>Name</u>	<u>St</u>	<u>Batch ID</u>	<u>Pay Entry</u> <u>Nbr Nbr</u>	<u>Field</u>	<u>Pay Data</u>	<u>Job Data</u>
004017	777042	Kingsley,James H	A	ETA	2 1	Pay Rate	Sending 0 Rate	1244.96
						Pay Dept	700000	940300
004065	777043	Addington,Gregory J	A	ETA	2 1	Pay Rate	Sending 0 Rate	2890.83

Number of Records Selected: 2

End of Report

ALPAY024 PTO-Current Cycle Activity Report

Description

Use this report to check for negative paid time off balances after pay data is input, and make corrections as needed before running Prepare for Transmission (PFT).

The PTO-Current Cycle Activity Report contains the total paid time off balance for each employee along with the paid time off requested for the current pay period for each controlled hours earnings code. This includes all controlled hours entered through pay data entry, rapid pay data entry, manual checks, and imported pay data.

Total requested hours display for each pay group/file number and each controlled hours number on a report. The report also includes total hours allowed, taken, and the current year-to-date balances. Negative balances are also included for review.

To access the PTO-Current Cycle Activity report, make the following selections from PayForce:

Payroll Maintenance ~ Payroll Reports ~ PTO-Current Cycle Activity Report (ALPAY024)

Environment: P22A_Environment
 Report ID: ALPAY024
 Automatic Data Processing, Inc.

PTO - Current Cycle Activity

Page No. 1
 Run Date: 02/16/2009
 Run Time: 10:50:41

Pay Group: ET1
 Report Label: n/a
 As of - YTD Week Number: 23, Process Date: 05/28/2002
 Include Current Batches Only = N
 Print Negative Balances Only = N

Sort Options: File Number

File #	Name	Erncd/Description	Allowed	Taken	Balance	Hours Requested	New Balance	Cycle Amt	Annum Amt	Reset Year	Batch(es) Found
003000	Henry,Mark Adam Deptid: 222004	Pyrl Dept: H/Holiday Hours Cost Nbr:	0.00	0.00	0.00	16.00	-16.00				OKDELETETWO OKTODELETEET1
003001	Amin,Ali Deptid: 266003	Pyrl Dept: H/Holiday Hours Cost Nbr:	0.00	0.00	0.00	16.00	-16.00				OKDELETETWO OKTODELETEET1
003002	Richmond,Gregory L Deptid: 266003	Pyrl Dept: H/Holiday Hours Cost Nbr:	0.00	0.00	0.00	16.00	-16.00				OKDELETETWO OKTODELETEET1
003003	Belmont,Steven L Deptid: 266002	Pyrl Dept: H/Holiday Hours Cost Nbr:	48.00	0.00	48.00	16.00	32.00				
003004	Banks,Susan M Deptid: 222003	Pyrl Dept: H/Holiday Hours Cost Nbr:	0.00	0.00	0.00	16.00	-16.00				OKDELETETWO OKTODELETEET1
003005	Parker,Russell J Deptid: 211003	Pyrl Dept: H/Holiday Hours Cost Nbr:	0.00	0.00	0.00	16.00	-16.00				OKDELETETWO OKTODELETEET1
003006	Danford,Regina L Deptid: 266001	Pyrl Dept: H/Holiday Hours Cost Nbr:	0.00	0.00	0.00	16.00	-16.00				OKDELETETWO OKTODELETEET1
003007	Washinski,Deborah J Deptid: 222002	Pyrl Dept: H/Holiday Hours Cost Nbr:	0.00	0.00	0.00	16.00	-16.00				OKDELETETWO OKTODELETEET1
003008	Echols,Jonathon D Deptid: 244001	Pyrl Dept: H/Holiday Hours Cost Nbr:	0.00	0.00	0.00	16.00	-16.00				OKDELETETWO OKTODELETEET1
003010	Garrison,Tammy L Deptid: 266003	Pyrl Dept: H/Holiday Hours Cost Nbr:	0.00	0.00	0.00	16.00	-16.00				OKDELETETWO OKTODELETEET1
003011	Gibson,Randall R Deptid: 266003	Pyrl Dept: H/Holiday Hours Cost Nbr:	0.00	0.00	0.00	16.00	-16.00				OKDELETETWO OKTODELETEET1
003015	Li,Joo Deptid: 211003	Pyrl Dept: H/Holiday Hours Cost Nbr:	0.00	0.00	0.00	16.00	-16.00				OKDELETETWO OKTODELETEET1
003016	Kingsley,Linda F Deptid: 222004	Pyrl Dept: H/Holiday Hours Cost Nbr:	0.00	0.00	0.00	16.00	-16.00				OKDELETETWO OKTODELETEET1
003017	Langtree,Daniel E Deptid: 222003	Pyrl Dept: H/Holiday Hours Cost Nbr:	0.00	0.00	0.00	16.00	-16.00				OKDELETETWO OKTODELETEET1

ALPAY026 Total Hours by Cost Number Report

Description

This report lists total hours grouped by cost number. For each cost number, a list of employees is provided with hours worked totaled by regular, overtime, and “other.” For each employee, the following information is provided: file number, home cost number, employee name, status, pay number, batch ID, regular hours, overtime hours, and total hours. The information is subtotaled by category.

The Total Hours By Cost Number report includes employees who were hired before the pay end date and identifies those who have pay data that will not be included with the current payroll run.

To access the Total Hours by Cost Number report, make the following selections from PayForce:

Payroll Maintenance ~ Payroll Reports ~ Total Hours by Cost Number (ALPAY026)

Environment: DEVPF107
 Report ID: ALPAY026
 Automatic Data Processing, Inc.

Total Hours by Cost Number

Page No. 1
 Run Date: 08/11/2006
 Run Time: 15:08:33

Pay Group: 22D

File #	Home Cost Number	Name	St	Pay #	Batch ID	Shift Cd	HOURS			Total
							Regular	Overtime	Other	
Cost Number: 123										
001004		Brannon,Susan M	A	1	rev 22d pde		0.00	0.00	10.00	10.00
SubTotals for Cost#: 10				Records:	1		0.00	0.00	10.00	10.00
Cost Number: 8657										
001008		Edenfield,Jonathon D	T	1	Cathe		40.00	0.00	0.00	40.00
SubTotals for Cost#: 40				Records:	1		40.00	0.00	0.00	40.00
*** GRAND TOTALS ***				Records:	2		40.00	0.00	10.00	50.00

End of Report

ALPAY027 Temporary Cost Number Report

Description

This report lists total hours grouped by temporary cost number. For each temporary cost number, a list of employees is provided with total hours and earnings. For each employee, the following information is provided: file number, home cost number, employee name, status, pay number, batch ID, temporary rate, total hours, and total earnings.

The Temporary Cost Number report includes employees who were hired before the pay end date and identifies those who have pay data that will not be included with the current payroll run.

To access the Temporary Cost Number report (ALPAY027), make the following selections from PayForce:

Payroll Maintenance ~ Payroll Reports ~ Temporary Cost Number Report (ALPAY027)

Environment: DOCPF107
Report ID: ALPAY027
Automatic Data Processing, Inc.

Temporary Cost Number Report

Page No. 1
Run Date: 08/11/2006
Run Time: 15:44:22

Pay Group: ET1

File #	Home Cost Number	Name	St	Pay #	Batch ID	Shift Cd	Temp Rate	Total Hours	Total Earnings
--------	------------------	------	----	-------	----------	----------	-----------	-------------	----------------

*** GRAND TOTALS ***

Records:	0							0.00	0.00
----------	---	--	--	--	--	--	--	------	------

End of Report

ALPAY030 Pre-PFT Data Check Report

Description

Before you run Prepare for Transmission (PFT), you have the option to check the references in the database to ensure they are valid and that no invalid links exist between tables (referential integrity). If there are errors (known as referential integrity errors), they are reported and can be corrected before committing to PFT. The pre-PFT data check reports against all referential integrity errors and places the error messages into a report which you can use for troubleshooting. The report lists the table name, file number, batch ID, pay number, entry number, transaction type, and message for each error. For more information, see the *Payroll Processing Guide*.

To access the Pre-PFT Data Check report (ALPAY030), make the following selections from PayForce:

Payroll Maintenance ~ Payroll Reports ~ Pre-PFT Data Check (ALPAY030)

Environment: P22A_Environment
Report ID: ALPAY030
Automatic Data Processing, Inc.

Pre-PFT Data Check

Page No. 1
Run Date: 03/03/2009
Run Time: 13:22:16

Pay Group: CY2

<u>Table Name</u>	<u>File Nbr</u>	<u>Batch ID</u>	<u>Pay #</u>	<u>Entry #</u>	<u>Trans Type</u>	<u>Message</u>
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No Warnings/Errors found

End of Report

ALPAY032 New Mexico Employee Termination Report

Description

This report lists terminated New Mexico employees within a specified date range. Employees that are included in this report must meet the following criteria:

- The employee must have an active file number status.
- The employee must have a status of terminated, retired, or deceased within the specified date range.
- The SUI tax code must be 33.
- The employee cannot have an SUI/SDI tax block of **B** or **X**.

To access the New Mexico Employee Termination Report (ALPAY032), make the following selections from PayForce:

Payroll Maintenance ~ Payroll Reports ~ New Mexico Employee Termination Report (ALPAY032)

Environment: ADPCLIENT_Environment
Report ID: ALPAY032
Automatic Data Processing, Inc.

New Mexico Employee Termination Report

Page No. 1
Run Date: 06/10/2010
Run Time: 12:11:06

Pay Group: ET2
Report Label: n/a

From Date: To Date: 06/10/2010

Sort Options:

<u>File Nbr</u>	<u>Name</u>	<u>Empl ID</u>	<u>Term Date</u>
-----------------	-------------	----------------	------------------


No records selected


End of Report


ALPAY033 Health Care Memo Report

Description

The Healthcare Cost panel automatically creates a health care cost batch for employees with active status enrolled in benefits during the selected pay periods. Employees terminated in the current pay period are included unless automatic pay is cancelled. For prior pay periods, only active employees are considered.

 If Healthcare Cost is run mid-year for all prior pay periods, prior period terminated employees are not included in the health care memo process.

 For Healthcare Cost to run correctly, on the ESS table verify that the deduction is part of a selected deduction group to process. A deduction might need to be added to the ESS Schedule and a new schedule downloaded from the mainframe and loaded into PayForce.

 From the Pay Group Selector, select the pay group with which you want to work. The week number, pay date, and period end date for the pay group reflects the information for the current pay period.

To access the Health Care Memo Report (ALPAY033), make the following selections from PayForce:

Step 3: Enter Pay Period Information~ Payroll Entry ~ Healthcare Cost

PayForce Database

Report ID: ALPAY033
 Pay Group: 55P

Health Care Memo

**** FINAL: REPORT & UPDATE ****

Page No.: 1
 Run Date: 12/09/2011
 Run Time: 15:27:20

File Nbr	Employee ID	Name/ Memo Code	Empl Status	Eff Date	PG2	Year	Week	Pay#	Pay Date 1	End Date 1	Pay Date 2	End Date 2	Plan Benefit Type Plan	Employee Cost	Employer Cost	Total Cost		
112211	222034	Amir,Ali Memo Code: A	Active	05/01/2011	N	2011	43	1	10/28/2011	10/25/2011		11/01/2011	10 HMO1A	\$ 0.00	\$369.23	\$369.23		
																	Memo Total:	\$369.23
		Memo Code: C	Active	05/01/2011	N	2011	43	1	10/28/2011	10/25/2011		11/01/2011	11 DNTL1A	\$46.15	\$69.23	\$115.38		
																	Memo Total:	\$115.38
123458	999951	Bell,Steven L Memo Code: A	Active	06/05/2008	N	2011	43	1	10/28/2011	10/25/2011		11/01/2011	10 HMO	\$180.00	\$50.77	\$230.77		
																	Memo Total:	\$230.77
		Memo Code: B	Active	06/05/2008	N	2011	43	1	10/28/2011	10/25/2011		11/01/2011	14 VISION	\$ 1.85	\$ 0.92	\$ 2.77		
																	Memo Total:	\$ 2.77
002021	555022	Chester,Helen Morgan Memo Code: C	Active	01/15/2007	N	2011	43	1	10/28/2011	10/25/2011		11/01/2011	11 DNTL1A	\$11.08	\$ 5.54	\$16.62		
																	Memo Total:	\$16.62
002041	555001	Collins,Susan Wentworth Memo Code: C	Active	03/06/2008	N	2011	43	1	10/28/2011	10/25/2011		11/01/2011	11 DNTL1A	\$11.08	\$ 5.54	\$16.62		
																	Memo Total:	\$16.62
002036	555036	Dow,Marshall E Memo Code: A	Active	12/31/2003	N	2011	43	1	10/28/2011	10/25/2011		11/01/2011	10 HMO1A	\$ 0.00	\$184.62	\$184.62		
																	Memo Total:	\$184.62
		Memo Code: B	Active	12/31/2003	N	2011	43	1	10/28/2011	10/25/2011		11/01/2011	14 VISION	\$ 2.77	\$ 0.92	\$ 3.69		
																	Memo Total:	\$ 3.69
		Memo Code: C	Active	12/31/2003	N	2011	43	1	10/28/2011	10/25/2011		11/01/2011	11 DNTL1A	\$46.15	\$69.23	\$115.38		
																	Memo Total:	\$115.38
002091	222030	Edenfield,Jonathon D Memo Code: A	Active	11/05/2009	N	2011	43	1	10/28/2011	10/25/2011		11/01/2011	10 HMO	\$180.00	\$50.77	\$230.77		
																	Memo Total:	\$230.77
		Memo Code: C	Active	11/05/2009	N	2011	43	1	10/28/2011	10/25/2011		11/01/2011	11 DNTL1A	\$46.15	\$69.23	\$115.38		
																	Memo Total:	\$115.38
002102	999951	Franklin,Gregg Memo Code: C	Active	05/19/2011	N	2011	43	1	10/28/2011	10/25/2011		11/01/2011	11 DPOS	\$ 7.85	\$ 8.77	\$16.62		

ALTBL001 Payroll Pay Group Options Report

Description

This report prints information from the pay group table (PAYGROUP_TBL). Generally, this information applies to AutoPay and can be changed by the user. All pay groups are printed, one per page.

To access the Payroll Pay Group Options report, make the following selections from PayForce:

System Administration ~ Table Setup - Required ~ Pay Group Report (ALTBL001)

OR

Payroll Maintenance ~ Table Reports ~ Pay Group Options Report (ALTBL001)

Environment: ADPCLIENT_Environment
 Report ID: ALTBL001
 Automatic Data Processing, Inc.

Payroll Paygroup Options Report

Page No. 1
 Run Date: 03/24/2009
 Run Time: 09:01:56

Company	DSS	Effective Date	09-APR-2002	Payroll Version
Pay Group	ET1	Status	A	
Bank Transit Number	XXXXXX052	-- Court Ordered Support --		- Statement Print Options -
Account Number	XXXXXX5258	Deduction Code		Employer ID Number
Auto Assign File Number	Y	----- Map Fields -----		Employee ID--Statement
Last File Number	0	Clock Number	N	SSN Display
Pay Frequency	1 Weekly	Cost Number	N	Rate Detail
Pay Frequency 2		Data Control	N	CheckView YTD Balances
Rate Calc Factor	3	Department Number	Y	Manual Check YTD Balances
---- Tax Defaults ----		Payroll Job Number	N	Deductions in Arrears Balances
State Tax Code	23 GA	Title	N	One Page Per Check
Local Tax Code		----- ALA -----		Print Priority
SUI Tax Code	23 GA	Automatic Labor Allocation	C Combined	Prior Period OT Begin Memo
--- Company Controls ---		ALA Percent Required	Y	Prior Period OT End Memo
Activate Reset Years	N	--- Labor Distribution ---		Prior Period OT Hrs 1-REG
Allow DefComp/DirDep Block	N	Labor Distribution	D Dept Nbr	Prior Period OT Hrs 2-OTP
Automatic Hrs Calc for Salary	N Hourly N Exception Y	----- Data Downloads -----		Prior Period OT Hrs 3-Other
Automatic Pay	Y	CheckView Data	Y	Prior Period OT Hrs 4-Other
Calc Salary Rate 2	N	CheckView Data Labor Detail	N	----- TLM -----
CCI Messaging	N	Employee Cumulative Data	Y	Enterprise ETime
Deductions in Arrears	N	General Ledger Data	Y	ETime
Direct Deposit	Y	Management Report Data	Y	TimeSaver
FLSA Overtime	N	--- Manual Check Options ---		
Forced Voucher	N	Authorized Signature Text	Y	
Group Term Life	N	Bank Name/Location	Y	
Job Number	Y	Border	Y	
Liens	Y	Shading	Y	
Liens-Funds Disbursement	Y	Company Logo	N	
Local Service Tax Qtr/Year		Company Name/Address	Y	
Nonres Alien Exempt Range		Employee ID--Check	Y	
Multi Jurisdiction	Y	Fractional Routing Number	Y	
QuickView	N	MICR Line	Y	
QuickView - On Request	N	MICR Printer ID	TROY 2300	
Reciprocity	Y	Number of Signature Lines	1	
Schoolbrd - Allow P/D 2	N	Signature Image	N	
Tax Filing	Y	Void After 90 Days Text	Y	
Tax Reporting	N			
TEFRA	N			
Third Party Sick Pay	Y			
Tip Credit	N			
Tip Credit Memo Code	V			
WGPS-Memo Code	V			
YTD History	N			

ALTBL002 Non-Mappable Fields Report

Description

This produces a report of non-mappable database fields.

To access the Non-Mappable Fields report, make the following selections from PayForce:

Payroll Maintenance ~ Table Reports ~ Non-Mappable Database Fields (ALTBL002)

Environment: DOCPF107
 Report ID: ALTBL002
 Automatrix Data Processing, Inc.

Non-Mappable Fields

Page No.: 1
 Run Date: 06/14/2006
 Run Time: 09:05:04

<u>Record Name</u>	<u>Field Name</u>
ADDL_PAY_DATA	ACCT_CD
ADDL_PAY_DATA	ADDL_PAY_REASON
ADDL_PAY_DATA	ADDL_PAY_FREQUENCY
ADDL_PAY_DATA	ADDL_PAY_SHIFT
ADDL_PAY_DATA	ADDL_SEQ
ADDL_PAY_DATA	DED_SUBSET_CD
ADDL_PAY_DATA	DED_TAKEN
ADDL_PAY_DATA	DEPTID
ADDL_PAY_DATA	DISABLE_DIR_DEP
ADDL_PAY_DATA	EARNINGS_END_DT
ADDL_PAY_DATA	EFFDT
ADDL_PAY_DATA	EMPLID
ADDL_PAY_DATA	EMPL_RCD_NBR
ADDL_PAY_DATA	ERNCD
ADDL_PAY_DATA	GL_PAY_TYPE
ADDL_PAY_DATA	GOAL_AMT
ADDL_PAY_DATA	GOAL_BAL
ADDL_PAY_DATA	GOAL_LIMIT_NBR
ADDL_PAY_DATA	GOAL_START_DT
ADDL_PAY_DATA	HOURLY_RT
ADDL_PAY_DATA	JOBCODE
ADDL_PAY_DATA	LOCALITY
ADDL_PAY_DATA	MONTHCD1
ADDL_PAY_DATA	MONTHCD2
ADDL_PAY_DATA	MONTHCD3
ADDL_PAY_DATA	MONTHCD4
ADDL_PAY_DATA	OK_TO_PAY
ADDL_PAY_DATA	OTH_HRS
ADDL_PAY_DATA	OTH_PAY
ADDL_PAY_DATA	PAY_PERIOD1
ADDL_PAY_DATA	PAY_PERIOD2
ADDL_PAY_DATA	PAY_PERIOD3
ADDL_PAY_DATA	PAY_PERIOD4
ADDL_PAY_DATA	PAY_PERIOD5
ADDL_PAY_DATA	POSITION_NBR
ADDL_PAY_DATA	PRORATE_ADDL_PAY
ADDL_PAY_DATA	PRORATE_CUL_WEEKS
ADDL_PAY_DATA	SCHEDULE_PAYMENTS
ADDL_PAY_DATA	SERCHK
ADDL_PAY_DATA	STATE
ADDL_PAY_DATA	TAX_METHOD
ADDL_PAY_DATA	TAX_PERIODS
ADDL_PAY_DATA	EFFDT
ADDL_PAY_DATA	EMPLID
ADDL_PAY_DATA	EMPL_RCD_NBR
ADDL_PAY_DATA	ERNCD
ADDL_PAY_DATA	EMPLID
ADDL_PAY_DATA	EMPL_RCD_NBR
ADDL_PAY_DATA	ERNCD
ADDL_PAY_DATA	EFFDT
ADDL_PAY_DATA	EMPLID
ADDL_PAY_DATA	EMPL_RCD_NBR
ADDL_PAY_DATA	RATE_CODE
ADDL_PAY_DATA	EFFDT
ADDL_PAY_DATA	EMPLID
ADDL_PAY_DATA	EMPL_RCD_NBR
ADDL_PAY_DATA	AGE_AFFECTS_ELIG
ADDL_PAY_DATA	BENEFIT_PLAN
ADDL_PAY_DATA	COUNT_AS_CHILD
ADDL_PAY_DATA	COUNT_AS_SPOUSE
ADDL_PAY_DATA	EFFDT
ADDL_PAY_DATA	EFF_STATUS
ADDL_PAY_DATA	PLAN_TYPE
ADDL_PAY_DATA	RELATIONSHIP
ADDL_PAY_DATA	ACCT_CD
ADDL_PAY_DATA	ACTION
ADDL_PAY_DATA	ACTION_DT
ADDL_PAY_DATA	ACTION_REASON

ALTBL003 Mappable DBA Fields Report

Description

Use this report to read the PS_AL_DBA_FIELDS table and produce a report of mappable DBA fields.

To access the Mappable DBA Fields report, make the following selections from PayForce:

System Administration ~ Table Setup - Optional ~ Mappable DBA Fields Report (ALTBL003)

OR

Payroll Maintenance ~ Table Reports ~ Mappable DBA Fields (ALTBL003)

Environment: DOCPF107
 Report ID: ALTBL003
 Automatic Data Processing, Inc.

Mappable DBA Fields

Page No.: 1
 Run Date: 03/13/2006
 Time: 16:13:52

<u>Record Type</u>	<u>Field Name</u>	<u>Record Field Length</u>	<u>Field Scale</u>	<u>Field Type</u>	<u>IDMOD</u>
A	HOME-PHONE-AREA-CODE	3	0	Numeric	36J
A	HOME-PHONE-NUMBER	7	0	Numeric	36K
A	RACE	1	0	Character	57I
I	HISTORY-INCR-AMT-1	8	2	Numeric	37T
I	HISTORY-INCR-DATE-1	8	0	Date	37Z
I	HISTORY-INCR-TYPE-1	2	0	Character	37U
I	HISTORY-PAY-GRADE-1	3	0	Character	37X
I	HISTORY-PAY-STEP-1	2	0	Character	37Y
K	BUSINESS-TITLE	8	0	Character	22
K	CLOCK-NBR	5	0	Character	330
K	DATA-CONTROL	4	0	Character	400
K	HOME-COST-NUMBER	50	0	Character	CHA
K	HOME-DEPARTMENT	6	0	Character	310
K	HOME-JOBCOST-NBR	15	0	Character	52I
K	SPECIAL-ACCOUNT-1	7	0	Numeric	395
K	SPECIAL-ACCOUNT-2	7	0	Numeric	396
N	ACTUAL-DEPENDENTS	2	0	Numeric	36P
N	CUSTOM-AREA-1	10	0	Character	36X
N	CUSTOM-AREA-2	10	0	Character	36Y
N	CUSTOM-AREA-3	10	0	Character	36Z
N	CUSTOM-AREA-4	10	0	Character	369
N	EDUCATION-LEVEL-AT-HIRE	3	0	Character	36V
N	EEO-CLASS	2	0	Character	36S
N	EEO-OCCUPATION-CODE	1	0	Character	572
N	EEO-OJT-CLASS	1	0	Character	573
N	EEOC-INTERMED	2	0	Character	576
N	EEOC-MAJOR	2	0	Character	575
N	EEOC-MINOR	2	0	Character	577
N	EMPLOYEE-TYPE	4	0	Character	36E
N	FLSA-STATUS	1	0	Character	36L
N	HIGHEST-EDUC-LVL	3	0	Character	36W
N	HIRING-SOURCE-CODE	3	0	Character	36U
N	JOB-CLASS-CODE-AT-HIRE	2	0	Character	36T
N	LOCATION	5	0	Character	36G
N	MAR-STATUS	1	0	Character	36N
N	POC-DEPARTMENT	3	0	Character	36C
N	POC-DIVISION	3	0	Character	36A
N	POC-OFFICE	3	0	Character	36B
N	POC-SECTION	2	0	Character	36D
N	REHIRE-STATUS	1	0	Character	36Q
N	STATUS-FLAG1	1	0	Character	36I
N	STATUS-FLAG2	1	0	Character	362
N	STATUS-FLAG3	1	0	Character	363
N	STATUS-FLAG4	1	0	Character	364
N	STATUS-FLAG5	1	0	Character	365
N	STATUS-FLAG6	1	0	Character	366
N	STATUS-FLAG7	1	0	Character	367

ALTBL004 Mapper Report

Description

This report reads the AL_MAPPER table and prints the PayForce record and field names that map to the DBA records and field names.

To access the Mapper report, make the following selections from PayForce:

System Administration ~ Table Setup - Optional ~ Mapper Report (ALTBL004)

OR

Payroll Maintenance ~ Table Reports ~ Mapper Report (ALTBL004)

Environment: DOCPF107
 Report ID: ALTBL004
 Automatic Data Processing, Inc.

Mapper Report

Page No. 1
 Run Date: 08/14/2006
 Run Time: 17:05:41

Pay Group: ET1

Payroll					AutoPay					
Record Name	Field Name	Type	Pos	Len	DBA Field Name	DBA Record Type	Type	Pos	Len	Xlat Tbl
EMPLOYMENT	BUSINESS_TITLE	0	1	8	BUSINESS-TITLE	K	Char	1	8	
EMPLOYMENT	UNION_CD	0	1	4	UNION-CD	N	Char	1	3	
JOB	DEPTID	0	1	6	HOME-DEPARTMENT	K	Char	1	6	99
JOB	FULL_PART_TIME	0	1	1	EMPLOYEE-TYPE	N	Char	1	4	02
JOB	OFFICER_CD	0	1	1	STATUS-FLAG1	N	Char	1	1	
PERSONAL_DATA	ETHNIC_GROUP	0	1	1	EEO-CLASS	N	Char	1	1	
PERSONAL_DATA	HOME_PHONE	0	1	3	HOME-PHONE-AREA-CODE	A	Num	1	3	
PERSONAL_DATA	HOME_PHONE	0	5	3	HOME-PHONE-NUMBER	A	Num	1	3	
PERSONAL_DATA	HOME_PHONE	0	9	4	HOME-PHONE-NUMBER	A	Num	4	4	

End of Report

ALTBL005 Deduction Report

Description

This reports prints deduction information by pay group. It includes data such as deduction frequency, type, and class.

To access the Deduction report, make the following selections from PayForce:

System Administration ~ Table Setup - Required ~ Deduction Report (ALTBL005)

Report ID: ALTL005 Automatic Data Processing, Inc.	Deduction Code Information	Page No. 1 Run Date: 04/22/2012 Run Time: 16:28:35
---	-----------------------------------	--

Pay Group: CY1															
Effective Date	Type	Ded Code	%Ded Code	Update Pending	Description		Deduction Type	DirDep Type	Lien Type	Disburse Funds	Class	Default Values			
					Language 1 & 2	Short						Frequency	Percent	Amount	
12/13/2011	General	11			Medical	Medat	Direct Deposit	Checking			A				
	General	122			L2 Medical	L2med					A				
	General	17			Ppo2	Ppo2					A				
	General	18			Dental2	Dental					A				
	General	19			Medical	Medica					A				
	General	20			Life Insurance	Life					A				
	General	23									A				
	General	44A			Deduction 44a						A				
	General	4A			403b	403b	Deferred Comp				A				
	General	4B			501 c	501 c	Deferred Comp				A				
	General	51			Ch Sup	Ch Sup	Lien		Support		A				
	General	52			Levy	Levy	Lien		Tax Levy		A				
	General	53			Garn	Garn	Lien		Garnish		A				
	General	54			Bankr	Bankr	Lien		Bankruptcy		A				
	General	55			Chsup2	Chsup2	Lien		Support		A				
	General	81	Yes		401k B	401k B					A				
	General	82	Yes		401k A	401k A					A				
	General	83	Yes		Levy%	Levy%	Lien		Tax Levy		A				
	General	84	Yes		Garn%	Garn%	Lien		Garnish		A				
	General	85	Yes		Bank%	Bank%	Lien		Bankruptcy		A				
	General	86	Yes		Chsp%	Chsp%	Lien		Support		A				
	General	87	Yes		Chsp	Chsp	Lien		Support		A				
	General	88	Yes		Chsp2%	Chsp2%	Lien		Support		A				
	General	89	Yes		Union	Union					A				
	General	90	Yes		Xmas	Xmas					A				
	General	91	Yes		Deduction 91	Deduct					A				
	General	B21			Bond	Bond					A				
	General	BN1					Direct Deposit				A				
	General	BN2					Direct Deposit				A				
	General	CCC			Cunion	Cunion					A				
	General	DD1			Dd Test 1	Dd Tes					A				
	General	LN1									A				
	General	LN2									A				
	General	LN3									A				
	General	LT1									A				
	General	M21									A				
	General	N21			Unifm	Unifm					A				

ALTBL006 Earnings Report

Description

This reports prints earnings information by pay group. It includes data such as hours and earnings fields.

To access the Earnings report, make the following selections from PayForce:

System Administration ~ Table Setup - Required ~ Earnings Report (ALTBL006)

Environment: DDCPF107
 Report ID: ALTL006
 Automatic Data Processing, Inc.

Earnings Code Information

Page No. 1
 Run Date: 11/10/2006
 Run Time: 13:45:57

<u>Pay Group</u>	<u>Effective Date</u>	<u>Earn Code</u>	<u>Description Language 1 & 2</u>	<u>Short</u>	<u>Hours Field</u>	<u>Earns Field</u>
ET1	01/01/2000	4KP	Personal	Person	3	3
		ADJ	Adjustment	Adjust	None	3
		B	Bonus Earnings	Bonus	None	5
		D	Double Time Pay	DT	3	3
		DRW	Sales Draw	Draw	None	5
		H	Holiday Earning	Holida	4	4
		JUR	Holiday Earning	Holida	4	4
		L	Relocation Pay	Reloca	None	5
		M	Moving Allowanc	Moving	None	5
		M06	Extra Holiday	E Hol	3	3
		N	Shift Pay	Shift	None	5
		P	Personal Holida	Person	4	4
		R	Retroactive Pay	Retro	4	4
		S	Sick Pay	Sick	3	3
		T1	Spouse Life Tax	Sp Lif	4	4
		V	Vacation Pay	Vacati	4	4
		Y	Severance Pay	Severa	4	4
		Z	Birthday Earnings	Birthd	4	4

ALUTL001 Copy Pay Group Tables Report

Description

Use this utility to copy pay group specific tables (including mapped fields) from one pay group to another. Use this utility when setting up pay groups during implementation or when creating a new pay group. This would include the PayForce tables that store home department, job cost, special accumulators, memo codes and so on.

To access the Copy Pay Group Tables Report, make the following selections from PayForce:

Payroll Maintenance ~ Utilities ~ Copy Pay Group Tables (ALUTL001)

Environment: P22A Environment
 Report ID: ALUTL001
 Automatic Data Processing, Inc.

Copy Pay Group Tables

Page No. 1
 Run Date: 03/24/2009
 Run Time: 09:51:47

From Pay Group: ET1
 To Pay Group: CY1

**** Final Update ****

Option Selected:
 Copy all tables(Y/N)?:

Copy New Data Only
 Y

<u>Table Name</u>	<u>Number of Records Copied</u>	<u>Number of Duplicate Records</u>
PS_AL_PG_ACCUM	0	90
PS_AL_PG_CNTL_HRS	0	7
PS_AL_PG_PTO_PREF	0	1
PS_AL_PG_PTO_EDITS	0	0
PS_AL_PG_DEPT	16	0
PS_AL_PG_JOBCOST	8	0
PS_AL_PG_LOCAL	14	0
PS_AL_PG_MEMO	4	7
PS_AL_PG_STATE	20	0
PS_AL_PG_SUI	26	0
PS_AL_PG_DED and PS_AL_PG_DED_DATA	49	0
PS_AL_PG_ERN and PS_AL_PG_ERN_DATA	19	0
PS_AL_MAPPER	9	0
PS_AL_MAPPER_XLAT	19	0
PS_BENEF_PLAN_TBL	32	0
PS_AL_PG_COST_NUM	0	0
PS_AL_DATE_MAPPER	2	0
PS_AL_PG_CSEG and PS_AL_PG_CSEG_DATA	0	0
PS_AL_PG_ACTFL and PS_AL_PG_ACTFL_DAT	0	0
PS_AL_PG_SDIT	3	0
PS_AL_PG_ADDL_RATE	0	0
PS_AL_PTO	0	0
PS_AL_PTO_RESULTS	0	0
PS_AL_PTO_BENEFITS	0	0
PS_AL_PTO_METHODS	0	0
PS_AL_PTO_FORMULAS	0	0
PS_AL_PTO_QUAL	0	0
PS_AL_PTO_ADJUST	0	0

End of Report

ALUTL006 Mass Change Report

Description

This program converts all tables with a pay group and file number to new number. The program reads two text files (before change and after change) and changes the pay group and/or file number program.

To access the Mass Change Report, make the following selections from PayForce:

Payroll Maintenance ~ Utilities ~ Spin-Off/Merge Program (ALUTL006)

Environment: P22A_Environment
Report ID: ALUTL006
Automatic Data Processing, Inc.

Mass Change Report

Page No. 1
Run Date: 03/20/2009
Run Time: 09:06:30

Effective Date: 03/20/2009

Old Pay Group	Old File Nbr	New Pay Group	New File Nbr	Emplid	Name	Error Message
CY3	002009	CY2	009009	1742	Abdullah,Rasheed	The Social Security Number is invalid for this Tax Filing or 945 Payroll pay group

Total Number of Records Processed: 1

End of Report

ALUTL007 Local Tax Code Mass Change Program Report

Description

The Local Tax Code Mass Change Program (ALUTL007) makes changes to the PayForce database when a local taxing authority changes tax rates resulting in a change in the local tax code, but does not require a file number change. The tax code change is implemented on AutoPay by your ADP consultant.

To access the Mass Change Report, make the following selections from PayForce:

Payroll Maintenance ~ Utilities ~ Local Tax Code Mass Change (ALUTL007)

Environment: P22A Environment
Report ID: ALUTL007
Automatic Data Processing, Inc.

Local Tax Change Report

Page No. 1
Run Date: 03/19/2009
Run Time: 12:43:59

Pay Group: CY2 Old Local Code: 303C New Local Code: NEW

File Nbr	Emplid	Name	Message
001008	1694	Edenfield,Jonathon D	Local Code

End of Report

ALUTL011 Logically Deleted Rehire Report

Description

This program asks for the pay group, file number, employee ID, and date, and then resets the file number to activate and create shadow table records for the file number. The report that is generated displays the types of records that are found as a result of running the program.

To access the Logically Deleted Rehire Report, make the following selections from PayForce:

Payroll Maintenance ~ Utilities ~ Logically Deleted Rehire (ALUTL011)

Environment: P21A Environment
Report ID: ALUTL011
Automatic Data Processing, Inc.

Rehire Logically Deleted Employee Report

Page No. 1
Run Date: 02/12/2009
Run Time: 11:17:50

*** FINAL UPDATE ***

Sort Options: File Number


<u>Pay Group</u>	<u>File Nbr</u>	<u>Emplid</u>	<u>Name</u>	<u>Rehire Date</u>	<u>Messages</u>
NP1	200008	445346781	Otto Sally	12-FEB-2009	Rehired Successfully

*** TOTAL RECORDS PROCESSED FOR PAY GROUP NP1 *** 1

ALUTL012 Differences Selection Report

Description

This report allows you to view and print the employee data that is available for synchronization between PayForce and AutoPay.

 You can choose to print all data or you can specify the data to print by its status: Ignore, New, Queued to Send, or Sent.

There are many instances where the employee data is shared or duplicated between PayForce and AutoPay. To ensure that the information is consistent between the databases, PayForce provides you with the capability to synchronize employee information between PayForce and AutoPay. The PayForce employee synchronization process allows you to re-transmit selected data for specific employees to AutoPay once the information has been corrected in PayForce. The corrected information will be re-transmitted to AutoPay when the next Prepare for Transmission (PFT) is executed.

 For more information about synchronizing employee data between PayForce and AutoPay, refer to the *Payroll Processing Guide*.

To access the Differences Selection report, make the following selections from PayForce:

Step 3 Enter Pay Period Information ~ Masterfile Synchronization ~ Differences Selection Report (ALUTL012)

Environment: ADPCLIENT
 Report ID: ALUTL012
 Automatic Data Processing, Inc.

Payroll Synchronization Table Report

Page No. 1
 Run Date: 01/27/2010
 Run Time: 10:32:07

Difference ID: BNORRIS 12/09/2009 01:16:59 PM

Pay Group: 22D

Sort Option: Default

<u>Emplid</u>	<u>File#</u>	<u>Name</u>	<u>Field/Value</u>	<u>DBA Field/Value</u>	<u>Info 1</u>	<u>Info 2</u>
01543	001002	Allman, Gregory L				
Queued	AL_ALA_DATA		DEPARTMENT_PCT 60		2	
01549	001015	Jung, Joo				
Queued	AL_ALA_DATA		DEPARTMENT_PCT 0		2	
01568	001004	Brannon, Susan M				
Queued	AL_ALA_DATA		DEPARTMENT_PCT 0		2	
222002930	000051	Hester, Mark Adam				
Queued	AL_ALA_DATA		DEPARTMENT_PCT 33		2	
Total Number of Records Processed for Difference ID:			4			


ALUTL013 Masterfile Differences Report

Description

This utility reports the specific differences between the AutoPay masterfile (DBA file) and the corresponding fields on the PayForce database.

You should use the report periodically to determine that there are no concurrency or synchronization problems between the PayForce database and AutoPay. Specific differences between the two databases are highlighted on the report, with an appropriate explanatory message (for example, “Deduction Code not found in PayForce database”).

This procedure can be used as an alternative to using the Employee and Field Selection panel.

 XX displays for a state if the address is a foreign address (not U.S. or Canada).

After you transmit a payroll and it processes on the AutoPay mainframe, request a DBA download file from your AutoPay consultant. You must run Step 1: Start New Payroll Cycle prior to running the ALUTL013 utility so that it will properly compare only data that has been transmitted.

To access the Masterfile Differences report, make the following selections from PayForce:

Step 3 Enter Pay Period Information ~ Masterfile Synchronization ~ Database Comparison (ALUTL013)

Environment: ADPCLIENT
 Report ID: ALUTL013
 Automatic Data Processing, Inc.

Payroll-Masterfile Differences Report

Page No. 1
 Run Date: 01/27/2010
 Run Time: 10:36:24

Pay Group: 22D Payroll Status: Active Report Label: n/a

Record	Field	Value	DBA Value	DBA Field
FILE #: 000051			EMPLID:222002930	
JOB	AL_EMPL_STATUS		A	STATUS
JOB	RATE_1	0.0000	27.3642	RATE 1
JOB	AL_STD_HOURS	0.00	80.00	STANDARD HOURS
PERSONAL_DATA	NAME		HESTER,MARK ADAM	NAME
PERSONAL_DATA	CITY		DULUTH	CITY
PERSONAL_DATA	STATE		GA	STATE
PERSONAL_DATA	ZIP		30136	ZIP CODE
AL_EMPL_DATES	AL_DATE (1)		17-MAR-1994	DATE-1 *** Employee date entry w/no matching database data *
AL_TAX_DATA	FEDERAL_MAR_STATUS		S	MARITAL STATUS
AL_TAX_DATA	EE_SSN_FEIN_1099M		N	1099-MISC EMPL SSN IS FED EIN
AL_TAX_DATA	STATE_TAX_CD	30	23	STATE 1 TAX CODE
AL_TAX_DATA	LOCAL_TAX_CD	303N		CITY 1 CODE
AL_TAX_DATA	SCHOOL_DISTRICT	0907		OHIO SCHOOL DISTRICT CODE
AL_TAX_DATA	SUI_TAX_CD	30	23	SUI/SDI CODE
AL_W4_DATA	STATE_TAX_CD		23	STATE TAX CODE
AL_W4_DATA	MARITAL_STATUS [23]		S	MARITAL STATUS
AL_DED_CALC	DEDCD	30		STANDARD DEDUCTION CODE
AL_DED_CALC	DEDCD	82		STANDARD DEDUCTION CODE
AL_DED_CALC	DEDCD	N		STANDARD DEDUCTION CODE
AL_DED_CALC	DEDCD	U		STANDARD DEDUCTION CODE
AL_LIEN_NBR	LIEN_NBR	1		*** Lien not found in AutoPay file ***
	DEDCD		B	STANDARD DEDUCTION CODE *** Deduction code w/no matching database data ***
	DED_ADDL_AMT (B) DEDCD	0.00	10.00 C	STD DED AMT STANDARD DEDUCTION CODE *** Deduction code w/no matching database data ***
	DED_ADDL_AMT (C) DEDCD	0.00	25.00 12	STD DED AMT STANDARD DEDUCTION CODE *** Deduction code w/no matching database data ***
	DED_ADDL_AMT (12) DEDCD	0.00	6.69 16	STD DED AMT STANDARD DEDUCTION CODE *** Deduction code w/no matching database data ***
	DED_ADDL_AMT (16) DEDCD	0.00	2.31 B	STD DED AMT GOAL CODE (1)
	GOAL_AMT	0.00	100.00	GOAL LIMIT (1)

ALUTL015 Payroll Table Comparison Report

Description

Run the Payroll Table Comparison report to ensure that pay groups with employee transfer activity are standardized. The report compares the following information:

- Accumulator codes
- Controlled hours codes
- Deduction codes
- Department numbers
- Earning codes
- Job cost numbers
- Local, state, and SUI tax codes
- Memo codes

To access the Payroll Table Comparison report, make the following selections from PayForce:

System Administration ~ Table Setup - Optional ~ Payroll Table Comparison Report (ALUTL015)

Environment: ADPCLIENT
 Report ID: ALUTL015
 Automatic Data Processing, Inc

Payroll Table Comparison Report

Page No.: 1
 Run Date: 06/20/2006
 Run Time: 13:55:52

Table Name	Code	Description	Field	Pay Group: 55P Value	Base Pay Group: 22D Value
Accumulator Codes	01	YTD Medical Spending Account	Type Code		Deduction I
	06	YTD Savings Bonds			* Code Not Found *
	07	YTD Moving Reimbursement			* Code Not Found *
	08	YTD Stock Options			* Code Not Found *
	13	YTD Doubletime Earnings		* Code Not Found *	
	17	YTD Retroactive Earnings		* Code Not Found *	
	20	YTD Birthday Earnings		* Code Not Found *	
	23	YTD United Way Deductions			* Code Not Found *
	24	YTD Credit Union Deductions	Type Code		Deduction C
	26	YTD Garnishment Deductions		* Code Not Found *	
	29	YTD Sup Life Ins Deductions			* Code Not Found *
	30	YTD Basic Life Deductions			* Code Not Found *
	40	YTD Bonus Earnings	Type Code		Earnings B
	59	YTD Dependent Life Deductions			* Code Not Found *
	63	YTD 401K Deductions - Pretax		* Code Not Found *	
	94	TYTD Garnishment Deductions			* Code Not Found *
	96	YTD Bankruptcy Deductions		* Code Not Found *	
	97	YTD Garnishment Deduction		* Code Not Found *	
	98	YTD Tax Levy		* Code Not Found *	
	99	YTD Child Support		* Code Not Found *	
Cost Numbers	222003	sfm		* Code Not Found *	
	222005213HDQTRET1\$/3MG 12	Cost Headquarters		* Code Not Found *	
	722004123DALL ET1\$/3MG 11			* Code Not Found *	
	722004123NORCRET1\$/3AD 10	Cost Norcross		* Code Not Found *	
	766001321BOSTNET1\$/4EX 11	Cost Boston		* Code Not Found *	
Cost Number Detail	1	Department ID		* Code Not Found *	
	2	Sub Group 1		* Code Not Found *	
	3	Sub Group 2		* Code Not Found *	
	4	Sub Group 3		* Code Not Found *	

ALUTL018 Activate Employee FLSA Overtime Report

Description

Use this utility to turn on the correct FLSA indicators for existing employees and run a report verifying that employees are setup for the FLSA overtime calculations.

To access the Activate Employee FLSA report, make the following selections from PayForce:

Payroll Maintenance ~ Utilities ~ Activate Employee FLSA Overtime (ALUTL018)

Environment: ADPCLIENT
 Report ID: ALUTL018
 Automatic Data Processing, Inc.

Activate Employee FLSA Overtime

Page No.: 1
 Run Date: 10/11/2008
 Run Time: 07:55:31

Pay Group	Department	Payroll Department	Name	File Number	Employee ID	Effective Date	FLSA Overtime	FLSA Status	Employee Type	Rate 2
ET1	777003	777003	Taylor,Russell R	100002	100002	10/11/2008	Y	Nonexempt	E	0.0000
ET1	777002	777002	Decker,Chester C	100005	100005	10/11/2008	Y	Professnl	E	0.0000
ET1	766003	766003	Chunn,Joseph	003036	381204	10/11/2008	Y	Nonexempt	H	0.0000
ET1	722004	722004	Jones,Kimberly S	003027	381301	10/11/2008	Y	Nonexempt	S	0.0000
ET1	733001	733001	McCallister,Laura A	003102	381401	10/11/2008	Y	Nonexempt	H	0.0000
ET1	733001	733001	Kennedy,Claude J	003104	381413	10/11/2008	Y	Nonexempt	H	0.0000
ET1	644001	744001	McDowell,Rachel M	381432	381432	10/11/2008	Y	Nonexempt	H	0.0000
ET1	722002	722002	Marco,Juan R	003030	381501	10/11/2008	Y	Nonexempt	H	0.0000
ET1	711001	722004	Meriwether,Marcia D	003105	381502	10/11/2008	Y	Nonexempt	H	0.0000
ET1	622002	722002	Torres,Juan R	381526	381526	10/11/2008	Y	Nonexempt	H	0.0000
ET1	611001	722004	Ruth,Marcia D	381527	381527	10/11/2008	Y	Nonexempt	H	0.0000
ET1	722001	722001	Stone,Karen A	003039	381601	10/11/2008	Y	Nonexempt	S	0.0000
ET1	622003	722003	Sanders,Daniel E	381829	381829	10/11/2008	Y	Professnl	H	0.0000
ET1	766003	766003	Gibson,Randall R	003011	381904	10/11/2008	Y	Nonexempt	H	0.0000
ET1	777003	777003	Graham Sr.,Wiley W	100001	100001	10/11/2008	Y	Nonexempt	S	0.0000
ET1	6600	760000	Bromwell,Regina L	381028	381028	10/11/2008	Y	Management	S	32.9538
ET1	666003	766003	Grohe,Juanita L	381232	381232	10/11/2008	Y	Nonexempt	H	0.0000
ET1	211003		Parker,Russell J	003005	381302	10/11/2008	Y	Nonexempt	H	0.0000
ET1	211003		Carlson,Russell J	381327	381327	10/11/2008	Y	Nonexempt	H	0.0000
ET1	222003		Joiner,Thomas D	381437	381437	10/11/2008	Y	Nonexempt	S	0.0000
ET1	733002	733002	Barrington,Charles L	003107	381504	10/11/2008	Y	Nonexempt	H	0.0000
ET1	733002	733002	Baker,Jennifer	003110	381508	10/11/2008	Y	Nonexempt	H	0.0000
ET1	722003	722003	Nixon,Rachel R	003022	381510	10/11/2008	Y	Professnl	H	0.0000
ET1	222003		Shoals,Susan M	381826	381826	10/11/2008	Y	Nonexempt	S	0.0000
ET1	622002	722002	Clinkscales,Deborah J	381827	381827	10/11/2008	Y	Nonexempt	H	0.0000
ET1	622002	722002	Hollingsworth,Kenneth D	381926	381926	10/11/2008	Y	Nonexempt	H	0.0000
ET1	777001	777001	Friedman,Cyril	100007	100007	10/11/2008	Y	Professnl	E	0.0000
ET1	622004	722004	Teal,Mark Adam	381027	381027	10/11/2008	Y	Professnl	S	32.9538
ET1	633001	733001	Shriver,Claude J	381438	381438	10/11/2008	Y	Nonexempt	H	0.0000
ET1	622004	722004	Kyser,Linda F	381532	381532	10/11/2008	Y	Nonexempt	H	0.0000
ET1	633001	733001	Phillips,Wayne T	381534	381534	10/11/2008	Y	Nonexempt	H	0.0000
ET1	666003	766003	Kempton,Tammy L	381726	381726	10/11/2008	Y	Nonexempt	H	0.0000
ET1	777002	777002	Nix,Elvin E	100003	100003	10/11/2008	Y	Professnl	S	0.0000
ET1	777001	777001	Brang,Alois	100006	100006	10/11/2008	Y	Professnl	S	0.0000
ET1	722004	722004	Henry,Mark Adam	003000	381002	10/11/2008	Y	Professnl	S	32.9538
ET1	7600	760000	Michaels,Roberta L	003006	381003	10/11/2008	Y	Management	S	32.9538
ET1	722003	722003	Metter,Franklin J	003035	381205	10/11/2008	Y	Professnl	H	0.0000
ET1	611002	711002	Ming,Joo	381435	381435	10/11/2008	Y	Nonexempt	H	0.0000
ET1	722003	722003	Woodman,Nancy M	003033	381803	10/11/2008	Y	Professnl	H	0.0000
ET1	666003	766003	Crawhill,Joseph	381229	381229	10/11/2008	Y	Nonexempt	H	0.0000
ET1	666002	766002	Lester,Steven	381231	381231	10/11/2008	Y	Professnl	H	0.0000
ET1	744001	744001	O'Connell,Rachel M	003023	381407	10/11/2008	Y	Nonexempt	H	0.0000
ET1	711002	711002	Li,Joo	003015	381410	10/11/2008	Y	Nonexempt	H	0.0000
ET1	733001	733001	Prejean,Jean-Marc	003108	381505	10/11/2008	Y	Nonexempt	H	0.0000
ET1	722004	722004	Kingsley,Linda F	003016	381507	10/11/2008	Y	Nonexempt	H	0.0000
ET1	644001	744001	Bovenizor,Jonathon D	381536	381536	10/11/2008	Y	Nonexempt	H	0.0000

ALUTL021 Pay Group/Employee Synchronization Report

Description

Use the Pay Group/Employee Synchronization (ALUTL021) utility to update and recalculate changes to the pay frequency for a pay group; the updated information is recalculated for the entire pay group.

To access the Pay Group/Employee Synchronization (ALUTL021) report, make the following selections from PayForce:

Payroll Maintenance ~ Utilities ~ Pay Group/Employee Synchronization (ALUTL021)

Environment: ADPCLIENT_Environment
 Report ID: ALUTL021
 Automatic Data Processing, Inc.

Pay Group/Employee Synchronization

Page No. 1
 Run Date: 04/14/2009
 Run Time: 13:53:32

Pay Group: ET1 Include Terminated: No Pay Frequency: Yes Std Hours Calc (Hourly): No
 Target Effective Date: 04/14/2009 Sort Option: File Number Pay Frequency 2: No Std Hours Calc (Salaried): No
 Roll Changes Forward: No Break on Employee: No Gross Calculation: No Std Hours Calc (Exception): No
 Operator: DEMO Calc Salary Rate 2: No

Field Name	Value Was	Value Is
NAME: Stone,Karen A	FILE #: 003039	EMPLID: 381601
Rate 1	13.7160	548.6300
		EMPL RCD #: 0 EFF DT: 04/14/2009 EFF SEQ: 0

Pay Group Total Reported 1
 Pay Group Total Inserted 1

ALUTL023 Populate Work Location Tax Defaults Report

Description

Use the Populate Work Locations Tax Default Report (ALUTL023) utility after you have set up all the work location codes, state, SUI, and local tax codes, to pre-load the Work Location Tax Defaults panel with any work location codes that have a matching state setup for the pay group. A report is produced that displays a list of location code records.

To access the Populate Work Location Tax Defaults (ALUTL023) report, make the following selections from PayForce:

System Administration ~ Table Setup - Required ~ Populate Work Location Tax Defaults (ALUTL023)

Environment: ADPCLIENT
 Report ID: ALUTL023
 Automatic Data Processing, Inc.

Populate Work Location Tax Defaults

Page No. 1
 Run Date: 01/14/2010
 Run Time: 13:19:15

Location Cd	Location	Effective Date	Pay Group	ST Tax Cd	State	SUI Tax Cd	SUI State
AKNOR	Alaska Northern Region	06-FEB-2008	CCC	10	AK	10	AK
			22D	10	AK	63	AK
			KB1	10	AK	10	AK
			AB5	10	AK	10	AK
			CST	10	AK		AK
ANCHO	Anchorage	01-MAY-2009	22D	10	AK	63	AK
			KB1	10	AK	10	AK
			AB5	10	AK	10	AK
			AK	10	AK		AK
			CST	10	AK		AK
APB2	alice locat 2 future row b	01-DEC-2008	ET2	23	GA	23	GA
			ETA	23	GA	23	GA
			HT5	23	GA	23	GA
			LNG	23	GA	23	GA
			KB2	23	GA	23	GA
			@AB	23	GA	23	GA
			@WS	23	GA	23	GA
			CT2	23	GA	23	GA
			CCC	23	GA	23	GA
			22D	23	GA	23	GA
			ETE	23	GA	23	GA
			ABC	23	GA	23	GA
			@DV	23	GA	23	GA
			22F	23	GA	23	GA
			@HR	23	GA	23	GA
			DVT	23	GA	23	GA
			T2	23	GA	23	GA
			CT1	23	GA	23	GA
			KB1	23	GA	23	GA
			JG	23	GA	23	GA
AB1	23	GA	23	GA			
FRC	23	GA	23	GA			
REV	23	GA	23	GA			
JOE	23	GA	23	GA			
ETD	23	GA	23	GA			
6S3	23	GA	23	GA			
AB5	23	GA	23	GA			
CT3	23	GA	23	GA			
CC1	23	GA	23	GA			
PMO	23	GA	23	GA			
PGX	23	GA	23	GA			
22E	23	GA	23	GA			
HJ3	23	GA	23	GA			
PCT	23	GA	23	GA			
HJ4	23	GA	23	GA			
ET1	23	GA	23	GA			
AB2	23	GA	23	GA			
BOSTN	Boston Office	21-MAY-2002	ETA	02	MA	02	MA
			HJ5	02	MA	02	MA
			LNG	02	MA	02	MA
			KB2	02	MA	02	MA
			@AB	02	MA	02	MA
			@WS	02	MA	02	MA
			CT2	02	MA	02	MA
			CCC	02	MA	02	MA
			ETE	02	MA	02	MA
			ABC	02	MA	02	MA
@DV	02	MA	02	MA			
22F	02	MA	02	MA			
@HR	02	MA	02	MA			
DVT	02	MA	02	MA			
CT1	02	MA	02	MA			
KB1	02	MA	02	MA			
JG	02	MA	02	MA			
AB1	02	MA	02	MA			
JOE	02	MA	02	MA			

ALUTL026 Delete Check/YTD/Deduction Calculation History Report

Description

The Delete Check/YTD Balances/Deductions (ALUTL026) task allows you to delete deduction calculation, year to date, and check detail history from your database. You must first run the process as an audit so that you can verify the results before applying the deletions. Once you have completed a successful deletion in audit mode and verified the results, you can run the process to update your database.

To access the Delete Check/YTD Balances/Deductions (ALUTL026) report, make the following selections from PayForce:

Payroll Maintenance ~ Utilities ~ Delete Check/YTD Balances/Deductions (ALUTL026)

Environment: P22A_Environment
 Report ID: ALUTL026
 Automatic Data Processing, Inc.

Delete Check/YTD/Deduction Calculation History

Page No. 1
 Run Date: 04/03/2009
 Run Time: 09:39:57

Run Control Type: YTD Balances
 Report Label: n/a
 Pay Groups: Selected

**** FINAL UPDATE ****

Selection Criteria: Begin Week Nbr = 08 , End Week
 Nbr = 08 , Sched Year = 2009

Pay Group: CY2 - Ehrms-Expanded Flds

Total rows deleted from YTD Data (AL_YTD_DATA)	44
Total rows deleted from YTD Accumulators (AL_YTD_ACCUM)	194
Total rows deleted from YTD Controlled Hours (AL_YTD_CNTL_HRS)	208
Total rows deleted from YTD Taxes (AL_YTD_TAX)	153
Total rows deleted from YTD Goal Amounts (AL_YTD_GOAL)	7
Total rows deleted from YTD Taxable (AL_YTD_TAXABLE)	154
Total rows deleted from YTD Deductions in Arrears (AL_YTD_DIA)	0

End of Report

ALUTL027 Salaried Employee Proration Report

Description

When a salaried employee is hired, rehired, on-leave, or terminated, you can run the Salaried Employee Proration utility (ALUTL027) to cancel automatic pay and additional partial pay amounts in Pay Data Entry. You can choose to run the Salaried Employee Proration report for this process on-demand (manually) or automatically by using the Schedule button and setting a schedule in the Process Monitor.

This process automatically cancels automatic pay and pays the salaried employee for only the number of days worked within that current pay period. In addition, ALUTL027 identifies all changes for an employee in a specified date range.

To access the Activate Employee FLSA report, make the following selections from PayForce:

Payroll Maintenance ~ Utilities ~ Salaried Employee Proration (ALUTL027)

Environment: P22A Environment
 Report ID: ALUTL027
 Automatic Data Processing, Inc.

Salaried Employee Proration Process for Qualified Events

Page No. 1
 Run Date: 03/30/2009
 Run Time: 09:24:22

**** Audit Only ****

Payroll Processing Begin Date 1: 03/01/2009 Begin Date 2: 03/01/2009
 Payroll Processing End Date 1: 03/07/2009 End Date 2: 03/14/2009 Report sorted by: File Number
 Schedule Year: 2009
 Week Nbr: 11
 Pay Group: CY2

<u>Name</u>	<u>EmplID</u>	<u>Rcd #</u>	<u>File #</u>	<u>Actn</u>	<u>Rsn</u>	<u>Actn Dt</u>	<u>Eff Dt</u>	<u>Frq</u>	<u>Hrs</u>	<u>Begin Dt</u>	<u>End Dt</u>	<u>Days * Hours</u>	<u>Earnings</u>	<u>Message</u>
Bell,Steven L	1689	0	001003	SUS	DAC	03/03/2009	02/12/2009	1	40					ERR: Current Rate Type Not Salaried.
Daniels,Regina L	1692	0	001006	TER		03/03/2009	02/12/2009	1	40					ERR: Current Rate Type Not Salaried.
Gerber,Randall R	1696	0	001011	LOA	PTD	03/03/2009	02/11/2009	1	40					ERR: Current Rate Type Not Salaried.
Young,Edward J	1710	0	001034	LOF	TMP	03/03/2009	02/10/2009	1	40					ERR: Current Rate Type Not Salaried.
Martin,Marcia D	1721	0	001105	RET	ERT	03/03/2009	02/11/2009	1	40					ERR: Current Rate Type Not Salaried.
Benadminsky,Betty	1728	0	001113	TER	DEA	03/03/2009	02/11/2009	1	40					ERR: Current Rate Type Not Salaried.


*** TOTAL RECORDS PROCESSED FOR PAYGROUP CY2 ***

Total Employees reported : 6
 Total Employees inserted in a batch: 0

ALUTL033 Paid Time Off Fraction Calculation for Qualified Events Report

Description

Use the Benefit Fraction Report (ALUTL033) to automatically calculate the paid time off benefit fraction based on the number of days worked and the actual number of days in the pay period. The benefit fraction is calculated using a generic process that identifies employees who have had an event causing them to work less than a full pay period in the current pay cycle. This process calculates the number of actual days in the current pay period and the days the selected employees, salary or hourly, worked in the pay period using the process below. The paid time off fraction is added to the pay data entry batch for the selected employees on the next payroll processing. It is used to reduce the number of accrued hours by the fractional amount entered for the current payroll only. For more information, including qualifying employees, qualifying events, and determining the number of days in the current pay cycle, see the *Payroll Processing Guide*.

 Only employees with a qualifying event having an effective date falling within the current pay period are included. Therefore historical or future dated events are not included. Rate changes are not counted as a qualifying event.

You can choose to run the PTO Benefit Fraction Report (ALUTL033) report for this process on-demand (manually) or automatically by using the **Schedule** button and setting a schedule in the Process Monitor.

To access the PTO Benefit Fraction utility, make the following selections from PayForce:

Payroll Maintenance ~ Utilities ~ PTO Benefit Fraction Calculation (ALUTL033)

Environment: P22A Environment
 Report ID: ALUTL033
 Automatic Data Processing, Inc.

Paid Time Off Fraction Calculation for Qualified Events

Page No. 1
 Run Date: 03/03/2009
 Run Time: 14:01:48

**** Final Update ****

Payroll Processing Begin Date 1: 02/08/2009 Begin Date 2: 02/15/2009
 Payroll Processing End Date 1: 02/14/2009 End Date 2: 02/14/2009 Report sorted by: File Number
 Schedule Year: 2009
 Week Nbr: 08
 Pay Group: CY2

Name	EmplID	Rcd #	File #	Actn	Rsn	Actn Dt	Eff Dt	Frq	Hrs	Begin Dt	End Dt	Days * Period	Fraction	Message
Bell,Steven L	1689	0	001003	SUS	DAC	03/03/2009	02/12/2009	1	40	02/08/2009	02/11/2009	3 5	3/5	
Brannon,Susan M	1690	0	001004	RET	ERT	02/26/2009	02/10/2009	1	40	02/08/2009	02/09/2009	1 5	1/5	
Daniels,Regina L	1692	0	001006	TER		03/03/2009	02/12/2009	1	40	02/08/2009	02/11/2009	3 5	3/5	
Gerber,Randall R	1696	0	001011	LOA	PTD	03/03/2009	02/11/2009	1	40	02/08/2009	02/10/2009	2 5	2/5	
Young,Edward J	1710	0	001034	LOF	TMP	03/03/2009	02/10/2009	1	40	02/08/2009	02/09/2009	1 5	1/5	
Martin,Marcia D	1721	0	001105	RET	ERT	03/03/2009	02/11/2009	1	40	02/08/2009	02/10/2009	2 5	2/5	
Benadminsky,Betty	1728	0	001113	TER	DEA	03/03/2009	02/11/2009	1	40	02/08/2009	02/10/2009	2 5	2/5	
Test,Test	1731	0	009903	DTA	STC	02/19/2009	02/12/2009	1	40	02/08/2009	02/12/2009	4 5	4/5	MSG: Transfer out PG.
Ellard,Jackson	BAF001	0	900100	HIR		02/27/2009	02/11/2009	1	40	02/11/2009	02/14/2009	3 5	3/5	

*** TOTAL RECORDS PROCESSED FOR PAYGROUP CY2 ***

Total Employees reported : 9
 Total Employees inserted : 9

* The 'Days' column represents Business Days and excludes Saturday and Sunday.

End of Report

ALWGP001Lien Termination Letter

Description

If you terminate an employee that was having wages garnished, you can generate a lien termination letter to be mailed to the garnishment payee and/or obligee. This letter will inform the payee and/or obligee that the employment of the obligor has been terminated. In addition, you can use this letter to reconcile the data sent to WGPS against the data contained in your PayForce system.

The letter will list the obligor name, social security number, last known residential address, case number, termination date, and obligor's new address (if known). In addition, it provides a space for additional comments or information as well as a signature line for the name and title of the person completing the form letter.

Terminated employees for which you want to create lien termination letters must meet the following criteria:

- The lien type must be Child Support, Spousal Support, or Dependent Support
- The lien status must be Approved
- The priority type for the lien must be Mandatory

To access the Lien Termination Letter, make the following selections from PayForce:

Payroll Maintenance ~ Wage Garnishment Processing ~ Lien Termination Letter (ALWGP001)

June 28, 2009

NOTIFICATION – TERMINATION OF EMPLOYMENT

Notification to:

Fulton County Department of Welfare Services
Government Square
1455 Peachtree Street
Atlanta, GA 30301

Notification from:

Consumer Products
1442 Peachtree Industrial Blvd.
Norcross, GA 30092

This letter certifies that the obligor listed below has been terminated:

Obligor name: Johnson, Peter

Case #: 223098

Obligor SSN: XXX-XX-XXXX

Termination Date: 03/27/2009

Obligor's last known address:
New employer's name & address:
(if known)

323-A Peachtree Street
Atlanta, GA 030303

XYZ Co.
321 Rocky Road
Atlanta, GA 30305

Comments or additional information required:

Signature of Authorized Individual

Title of Authorized Individual

ALWGP002 Payee Report

Description

This report prints a standard report on payee information from the AL_PAYEE_DATA table.

To access the Payee report, make the following selections from PayForce:

System Administration ~ Table Setup - Optional ~ Payee Report (ALWGP002)

Environment: P21A_Environment
 Report ID: ALWGP002
 Automatic Data Processing, Inc.

Payee Report

Page No. 1
 Run Date: 02/13/2009
 Run Time: 08:34:42

Payee Code	Payee	Transit Number	Bank Account Number
22000	Fulton County Department of Welfare Services Government Square 1455 Peachtree Street Atlanta , GA 30301	XXXXXXXX010	XXXXXXXX-654
22001	Franchise Tax Board 123 Ripple Rd Sacramento , CA 94267-2021		
22002	Gwinnet County Family Services Court P.O. Box 56 Duluth , GA 30136	XXXXXXXX010	XXXXXXXX-718
25896	Forsyth County Superior Court 120 Terra Blvd Circle Cunningg GA 30040	XXXXXXXX052	XXXXXXXXXXXX9632
44402	Steven Smith Jones SSI 100 Hogsworth Castle Norcross , GA 30091		
45698	Alpharetta Magistrate Court 120 Main Street Suite 100 Alpharetta , GA 30004	XXXXXXXX052	XXXXXXXXXXXX9899
55000	United States Bankruptcy Court Southern District of Georgia P.O. Box 15892 Macon, GA 31201	XXXXXXXX052	XXXXXXXXXXXX4512
55001	Robert L. Jones, Esq. Jones, Springer and Markham 33 North Fulton Blvd Alpharetta , GA 30202	XXXXXXXX052	XXXXXXXXXXXX4455
55002	California Child Support Enforcement 1590 Rodeo Drive Beverly Hills , CA 90210	XXXXXXXX052	XXXXXXXX6666
BNK01	Fulton County Children Court 1000 Roswell Road Suite 1010 Sandy Springs , GA 30350	XXXXXXXX052	XXXXXXXXXXXX6325
BNK02	Forsyth County Superior Court 101 Main Street Suite 101 Cunningg GA 30041	XXXXXXXX052	XXXXXXXXXXXX9685

End of Report


PAY701 Bank Table Report

Description

You can verify the information you have entered in the system for the Bank Account task by running and printing the Bank Table report (PAY701). The report lists each bank by transit number.

 The display of the Bank Transit Number depends on the operator's profile setting. The operator profile will be one of the following:

 **Show** - display entire number

 **Mask** - display partial numbers (xxxxx1234)

 **Hide** - do not display numbers (xxxxxxxxx)

For information on setting the operator's profile, see the *Application Administrator's Guide*

For each bank there is a long and short bank name description, an address, and the deposit medium (tape, diskette, or report). The report also shows the waiting period for direct deposits after sending a pre-note test.

To access the Bank Table report, make the following selections from PayForce:

System Administration ~ Table Setup - Required ~ Bank Accounts Report (PAY701)

Environment: P21A_Environment
 Report ID: PAY701
 Automatic Data Processing, Inc.

Bank Table

Page No. 1
 Run Date: 02/12/2009
 Run Time: 08:58:14


Transit #	Bank Name	Short Name	Street	City	State/ Prov	Country	Postal/ Zip	Addl Bank ID
xxxxxxxx	Bank of New York	BK of NYC	One Wall Street 31st Floor	New York	NY	USA	10286	0
xxxxxxxx	Citibank (Delaware)	Citibk DE	One Penn's Way	New Castle	DE	USA	19720	0
xxxxxxxx	Pennsylvania State Bank	PA StateBK	5006 East Trindle Rd	Mechanicsburg	PA	USA	17055	0
xxxxxxxx	Bank of America GA	BOA 231	Peachtree Street NE	Atlanta	GA	USA	30303	0
xxxxxxxx	SunTrust Bank Atlanta	SunTrust	4525 Chamblee Dunwoody Rd	Atlanta	GA	USA	30338	0
xxxxxxxx	Federal Reserve Bank Atlanta	FRB ATL	1000 Peachtree Street NE	Atlanta	GA	USA	30309	0
xxxxxxxx	SouthEast Commercial Trust	SE Trust	2741 Piedmont Road	Atlanta	GA	USA	30016	0
xxxxxxxx	Alabama National	AL Nat'l	33221 Main Street	Dothan	AL	USA	36302	0
xxxxxxxx	First Tennessee Bank NA	First TN	3932 Dayton Blvd	Chattanooga	TN	USA	37415	0
xxxxxxxx	Wells Fargo Bank Iowa, NA	WellsFargo	4505 Douglas Ave	Des Moines	IA	USA	50310	0
xxxxxxxx	Merrill Lynch Bank, USA	ML Bank	15 West South Temple, Ste 300	Salt Lake City	UT	USA	84111	0
xxxxxxxx	US Army Credit Union	USACU	1200 Windward Parkway East	Alpharetta	GA	USA	30005	199
xxxxxxxx	Mission Federal Credit Union	MFCU	2020 Camino Del Rio North	San Diego	CA	USA	92108-1541	0

End of Report

PER035 SSN - File Create Report

Description

This utility creates a file of all employees and their social security numbers (SSN) to be sent to Social Security Administration (SSA) to be matched to their records via the Enumeration Verification System (EVS). After the report is created, save it and upload to the SSA website and view your results.

 This report complies with the Social Security Number Verification Service (SSNVS). For more information, see the SSNVS handbook at www.ssa.gov/employer/ssnvs_handbk.htm.

To access the SSN - File Create report, make the following selections from PayForce:

Payroll Maintenance ~ Utilities ~ SSN - File Create (PER035)

 After you have viewed your results, use [PER036 SSN - File Received Report](#) to upload the results into PayForce.

Environment: DOCPF107
Report ID: PER035
Automatic Data Processing, Inc.

EVS Missing Data Report

Page No.: 1
Run Date: 05/19/2006
Run Time: 14:13:16

Company: OPS
Requester Code: ABC

<u>Empl SSN</u>	<u>Last Name</u>	<u>First Name</u>	<u>Middle</u>	<u>Gender</u>	<u>Birth Date</u>	<u>Comments</u>
xxxxxxxx	Boggia	Perry	M	U	Not Found	SSN has been sent for verification

Total records to be sent to Social Security Administration for verification = 39


End of Report

PER036 SSN - File Received Report

Description

After you have viewed the [PER035 SSN - File Create Report](#) and downloaded the results from the SSA website, you can upload them using this task. This program reads the file returned from the Social Security Administration's Enumeration Verification System (EVS). This file, named EVSVER, contains Social Security Numbers that did not match their files along with a verification code which you can use to determine the inconsistency.

 This report complies with the Social Security Number Verification Service (SSNVS). For more information, see the SSNVS handbook at www.ssa.gov/employer/ssnvs_handbk.htm.

 This report will display the full Social Security Number of included employees. Due to the sensitive nature of SSNs, ADP recommends that you either hide SSNs (show no digits) or mask them (show only the final four digits) on your management reports. This report requires the display of SSNs for compliance purposes. You should take all necessary precautions to safeguard this report output and to securely dispose of the output.

To access the SSN - File Received report, make the following selections from PayForce:

Payroll Maintenance ~ Utilities ~ SSN - File Received (PER036)

Environment: Q50HRMNT
 Report ID: PER036
 Automatic Data Processing, Inc.

EVS Social Security Number Verification Error Report

Page No.: 1
 Run Date: 03/29/2009
 Run Time: 15:33:15

SSN	Last Name	First Name	Middle	DOB	Sex	Reason Rejected	Identifier
.xx-xx-xxxx	Henry	Mark	Adam	04/27/1966	U	SSN not in file	00000000000001
.xx-xx-xxxx	Chunn	Joseph		04/14/1966	M	Name and DOB match, sex code does not	
.xx-xx-xxxx	Metter	Franklin	John	11/27/1940	M	Name and sex code match, DOB does not	
.xx-xx-xxxx	Belmont	Steven	Leslie	08/04/1963	M	Name matches, DOB and sex code do not	
.xx-xx-xxxx	Fancher	Juanita	Louisa	06/25/1958	F	Name does not match, DOB and sex code not checked	
.xx-xx-xxxx	Jones	Kimberly	Sue	05/18/1942	F	SSN does not verify; SSA located and verified this SSN:	xxx-xx-xxxx
.xx-xx-xxxx	Lee	Anh	Thu	03/23/1978	F	SSN not in file	
.xx-xx-xxxx	McCallister	Laura	Ann	07/15/1960	F	Name and DOB match, sex code does not	
.xx-xx-xxxx	Hopewell	Gregory	John	12/10/1965	M	Name and sex code match, DOB does not	
.xx-xx-xxxx	Richmond	Gregory	Lee	06/15/1950	M	Name matches, DOB and sex code do not	
.xx-xx-xxxx	OConnell	Rachel	Madelin	09/27/1962	F	Name does not match, DOB and sex code not checked	
.xx-xx-xxxx	Petersen	Mark	Alan	03/08/1980	M	SSN does not verify; SSA located and verified this SSN:	xxx-xx-xxxx
.xx-xx-xxxx	Kennedy	Claude	Joseph	09/25/1978	M	SSN not in file	
.xx-xx-xxxx	McMann	Marcia	Robinso	02/14/1960	F	Name and DOB match, sex code does not	
.xx-xx-xxxx	Li	Joo		08/26/1967	F	Name and sex code match, DOB does not	
.xx-xx-xxxx	Parker	Russell	John	07/04/1964	M	Name matches, DOB and sex code do not	
.xx-xx-xxxx	StClaire	Catherine	Miller	10/31/1940	F	Name does not match, DOB and sex code not checked	
.xx-xx-xxxx	Mansfield	Thomas	David	03/19/1937	M	SSN does not verify; SSA located and verified this SSN:	xxx-xx-xxxx
.xx-xx-xxxx	Marco	Juan	Romere	08/16/1973	M	SSN not in file	
.xx-xx-xxxx	Meriwether	Marcia	Dee	02/06/1972	F	Name and DOB match, sex code does not	
.xx-xx-xxxx	Langford	Elizabeth	Michell	06/21/1945	F	Name and sex code match, DOB does not	
.xx-xx-xxxx	Barrington	Alexander	Louis	03/05/1980	M	Name matches, DOB and sex code do not	
.xx-xx-xxxx	Prejean	JeanMarc		03/05/1978	M	Name does not match, DOB and sex code not checked	
.xx-xx-xxxx	Stevenson	Patrick	Michael	03/09/1978	M	SSN does not verify; SSA located and verified this SSN:	xxx-xx-xxxx
.xx-xx-xxxx	Kingsley	Linda	Faith	04/03/1955	F	SSN not in file	
.xx-xx-xxxx	Baker	Jennifer	Marie	06/25/1980	F	Name and DOB match, sex code does not	
.xx-xx-xxxx	Daniels	Wayne	Thomas	08/07/1974	M	Name and sex code match, DOB does not	
.xx-xx-xxxx	Nixon	Rachel	Ruth	12/21/1964	F	Name matches, DOB and sex code do not	
.xx-xx-xxxx	Echols	Jonathon	Dale	11/14/1966	M	Name does not match, DOB and sex code not checked	
.xx-xx-xxxx	Stone	Karen	Anderso	03/21/1962	F	SSN does not verify; SSA located and verified this SSN:	xxx-xx-xxxx
.xx-xx-xxxx	Garrison	Tammy	Lynnett	05/28/1975	F	SSN not in file	
.xx-xx-xxxx	Kingston	Michael	John	08/22/1950	M	Name and DOB match, sex code does not	
.xx-xx-xxxx	Amin	Ali		09/12/1978	M	Name and sex code match, DOB does not	
.xx-xx-xxxx	Banks	Susan	Margare	03/21/1947	F	Name matches, DOB and sex code do not	
.xx-xx-xxxx	Washinski	Deborah	Jane	09/29/1966	F	Name does not match, DOB and sex code not checked	
.xx-xx-xxxx	Woodman	Nancy	Marilyn	11/20/1957	F	SSN does not verify; SSA located and verified this SSN:	xxx-xx-xxxx
.xx-xx-xxxx	Langtree	Daniel	Edwin	06/17/1963	M	SSN not in file	
.xx-xx-xxxx	Painter	Kenneth	Donald	09/21/1957	M	Name and DOB match, sex code does not	
.xx-xx-xxxx	Manfried	Edward	James	10/14/1959	M	Name and sex code match, DOB does not	
.xx-xx-xxxx	Gibson	Randall	Robert	06/07/1952	M	Name matches, DOB and sex code do not	

Total Rejected Records = 1

End of Report


PER052 Electronic W-4 Submission Report

Description

You can print this report using the Electronic W-4 Submission report (PER052) for employees whose Federal Form W-4s are filed electronically through ADP Self Service. You'll know the Form W-4 was filed electronically if the fields on the Federal Tax Information panel in the **Electronic W-4 Elections** area are populated. For more information, see the *Employee Setup and Maintenance Guide*.

The Electronic W-4 Submission report (PER052) uses the employee's most current federal tax information. If the employee filed the Form W-4 electronically, then the PER052 report will produce a hardcopy of the electronic submission. If the employee filed a paper Form W-4, then the PER052 report will indicate that the employee had not filed his/her tax information electronically.

From the **Personal Display Options** area, you must have **Show** selected in the **SSN** field on the Field Display Options panel to run the Electronic W-4 Submission report (PER052). If **Hide** or **Mask** is selected from the **SSN** field, the PER052 report panel is grayed and unavailable. (For more information on the Field Display Options panel, see the *Application Administrator's Guide*.)

 Form W-4 information that was submitted electronically prior to this release of PayForce will not be available to print using the PER052 report. To make this information available for print using this report, employees should go to ADP Self Service and verify his or her Form W-4 information, select both sign-off check boxes in the **Please agree to the following** area, and click **Save**. Once the verification process is complete, the Electronic W-4 Submission report (PER052) will be available to print from PayForce.

To access the Electronic W-4 Submission report, make the following selections from PayForce:

Payroll Maintenance ~ Utilities ~ Electronic W-4 Submission (PER052)

REPORT OF EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE (ELECTRONIC W-4 SUBMISSION)

Department of the Treasury
Internal Revenue Service

Whether you are entitled to claim a certain number of allowances
or exemption from withholding is subject to review by the IRS.
Your employer may be required to send a copy of this form to the IRS.

OMB No. 1545-0074

1. **Name:** Randy Hickey **Year:** 2008
Home address: 134 Hazelwood Ave
New York, NY 43949

2. **Social Security Number:** XXX-XX-XXXX

3. **Marital Status:** Married

4. **If your last name differs from that shown on your social security card:** N
You must call 1-800-772-1213 for a replacement card.

5. **Total number of allowances you are claiming:** 05

6. **Additional amount, if any, you want withheld from each paycheck:** \$ 0.00

7. **I claim exemption from withholding for 2008 and certify that I meet both of the following conditions for exemption.**
- Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and
- This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. No, I am not Exempt.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct and complete.
Employee signature verified by electronic means **Date:** 07/18/2008

8. **Employer's name and address:** Consumer Products
1442 Peachtree Industrial Street
Norcross, GA 30092

9. **Office Code (Optional):**

10. **Employer identification number (EIN):** 220000010

Employer's Statement: To the best of our knowledge, the electronic Form W-4 information, (as represented on this submitted hard-copy) was filed by the named employee.

Chapter 4

Administration Reports

- 4-2** Introduction
- 4-3** AUD001 Audit Report
- 4-9** AUD002 Employment Actions Audit Report
- 4-13** AUD003 Profile Definition Audit Report
- 4-16** PER504 Organization Structure Report
- 4-18** PER702 Installation Table Report
- 4-20** UTL004 Selective Record (Table) Report
- 4-22** UTL007 Profile Report
- 4-29** UTL012 Export Definition & Mapping Report
- 4-31** UTL018 InfoLink Initial Load and Sync Report
- 4-33** UTL019 Profile Access Report

Introduction

The reports in this section are arranged by report ID. You can identify the functions by the following prefixes:

- AUD - Audit Reports
- PER - Organizational Structure and Installation Table Reports
- UTL - Selective Record, Profile Security, and Export Definition and Mapping Reports

 For more information, see [“Identifying the Report Using the Report Prefix,”](#) on page 1-3.

For each report, you'll find a summary of its important features and a sample of its printed form. The summary gives the report name and ID number and a brief description of the report data and its purpose.

AUD001 Audit Report

Description

PayForce provides auditing for a number of records in the system, including the majority of those required for handling employee data. PayForce enables you to select the specific audit parameters you want displayed in the audit report.


 For more information, see the *Application Administrator's Guide*.

Available parameters are as follows:

- Database tables (must select at least one)
- Origin of change (must select at least one)
 - Application desktop
 - Message agent
 - Database agent
- Transaction date
- Output options
 - Show translate values
 - Sort by Operator who made change
 - Select the display option for the Social Security Number, Transit Number, and the Account Number
- Changes by pay group
- Changes by Operator/Class (select All or at least one)
- Changes to employee (select All or at least one)

To select the audit parameters and run the report, make the following selections from PayForce:

System Administration ~ Utilities ~ Audit Report (AUD001)

-  You must select audit parameters from the Report Options and Target Users & Employees tabs before you can run the audit report.

Environment: P21A_Environment
 Report ID: AUD001
 Automatic Data Processing, Inc.

Audit Report

Page No. 1
 Run Date: 02/11/2009
 Run Time: 15:01:16

Report Parameters

Sort	Operator/Class	Employees	Begin Date	End Date	Origin of Change	Translation	Report Run By
PG/FNbr	All Operators/Classes	All Employees	None	None	Application Desktop	No	BERNIE

Pay Grp

ET1

Sys (Origin of change): D = Desktop
 M = Message Agent
 A = Database Agent

Environment: P21A_Environment
 Report ID: AUD001
 Automatic Data Processing, Inc.

Audit Report

Page No. 2
 Run Date: 02/11/2009
 Run Time: 15:01:16

** Pay Group: ET1 Weekly - Hourly
 ----- Changed by Operator -----

Transaction Date	SysID	Name	Table	Eff Date	SeqField	Old Value	New Value
06/03/2002	13:00D40	DEMO	N/A	JOB	03/15/2002	0 ACTION_REASON	COL
File Nbr	003000						
Employee	381002	Henry, Mark Adam				COMP_ENTRY_DT	03/15/2002
						FLSA_OT_IND	N
						PRIMARY_JOB	Y
						RATE_1	17.325
						RETRO_JOB_STATUS	N
10/22/2002	09:57D48	DEMO	N/A	AL_GTL_DATA	01/01/2002	0 EFFDT * NO Prev Info *	01/01/2002
File Nbr	003001					FILE_NBR * NO Prev Info *	003001
Employee	381703	Amin, Ali				GTL_ADDL_COV_AMT * NO Prev Info *	0
						GTL_BENEFIT_FACTOR * NO Prev Info *	0
						GTL_BLK_ANNUAL_COMO Prev Info *	Y
						GTL_BLOCK_CALC * NO Prev Info *	Y
						GTL_COVERAGE_AMT * NO Prev Info *	0
						GTL_LIMIT_OVERRIDE * NO Prev Info *	N
						GTL_ON_NO_PAY * NO Prev Info *	N
						PAYGROUP * NO Prev Info *	ET1
10/22/2002	16:49D18	DEMO	N/A	AL_EMPL_GEN_DCD	01/01/2002	0 DEDCD * NO Prev Info *	F
File Nbr	003001					DEDCD * NO Prev Info *	81
Employee	381703	Amin, Ali				DEDCD * NO Prev Info *	89
						DEDCD * NO Prev Info *	CCC
						DEDCD * NO Prev Info *	N21

Environment: P21A_Environment
 Report ID: AUD001
 Automatic Data Processing, Inc.

Audit Report

Page No. 271
 Run Date: 02/11/2009
 Run Time: 15:01:16

** Pay Group: ET1 Weekly - Hourly

Transaction Date	SysID	Name	Table	Eff Date	SeqField	Old Value	New Value
----- Changed by Operator -----							
01/30/2009	16:12B40	DEMO	N/A	JOB	01/31/2009 0	EFFDT	08/01/2008
File Nbr	755544						01/31/2009
Employee	KHEMPL1	Jenkins, Emily			EFFSEQ	0	0
					GRADE_ENTRY_DT	08/01/2008	01/31/2009
					JOB_ENTRY_DT	08/01/2008	01/31/2009
01/30/2009	16:12B47	DEMO	N/A	JOB	REPORTS_TO_ID		381409
File Nbr	755544						
Employee	KHEMPL1	Jenkins, Emily					

AUD002 Employment Actions Audit Report

Description

The Employment Actions Audit report produces a quick audit report on pay rate changes, new hires, rehires, and terminations, as well as employee transfers. This task lets you specifically indicate the employment actions that you want to audit and differs from the Audit Report (AUD001) which lets you audit by selecting to include database table names.

 For more information, see the *Application Administrator's Guide*.

To access the Employment Actions Audit report, make the following selections from PayForce:

System Administration ~ Admin Reports ~ Utilities ~ Employment Actions Audit Report (AUD002)

Environment: P21A_Environment
 Report ID: AUD002
 Automatic Data Processing, Inc.

Employment Actions Audit Report
Report Parameters

Page No. 1
 Run Date: 02/10/2009
 Run Time: 09:11:14

Sort	Operator/Class	Employees	Begin Date	End Date	Origin of Change	Translation	Report Run By
PG/FNbr	All Operators/Classes	All Employees	None	None	Application Desktop	Yes	BERNIE
Pay Grp							
NP1							
KJ1							

Environment: P21A_Environment
 Report ID: AUD002
 Automatic Data Processing, Inc.

Employment Actions Audit Report
Transfers Audit Listing

Page No. 2
 Run Date: 02/10/2009
 Run Time: 09:11:15

**** Pay Group: KJ1 Ehrms-Expanded Flds**

Transaction Date	Sys ID	----- Changed by Operator ----- Name	Table	Eff Date	Seg	Field	Old Value	New Value
02/02/2009 12:19	D	KENT01 Henry,Mark Adam	JOB	01/01/2002	0	ACTION	* NO Prev Info *	HIR (Hire)
File Nbr		444102				ACTION_REASON	* NO Prev Info *	
Employee		KJ1HIRE101 Murphy,Johnston				DEPTID	* NO Prev Info *	222004 (Employee Relations)
						EFFDT	* NO Prev Info *	01/01/2002
						EFFSEQ	* NO Prev Info *	0
						EMPLID	* NO Prev Info *	KJ1HIRE101
						EMPL_RCD_NBR	* NO Prev Info *	0
						PAYGROUP	* NO Prev Info *	KJ1 (Ehrms-Expanded Flds)
02/02/2009 12:32	D	KENT01 Henry,Mark Adam	JOB	01/01/2001	0	ACTION	* NO Prev Info *	HIR (Hire)
File Nbr		444103				ACTION_REASON	* NO Prev Info *	
Employee		KJ1HIRE103 Gibson,Charlie				DEPTID	* NO Prev Info *	222004 (Employee Relations)
						EFFDT	* NO Prev Info *	01/01/2001
						EFFSEQ	* NO Prev Info *	0
						EMPLID	* NO Prev Info *	KJ1HIRE103
						EMPL_RCD_NBR	* NO Prev Info *	0
						PAYGROUP	* NO Prev Info *	KJ1 (Ehrms-Expanded Flds)

Environment: P21A_Environment
Report ID: AUD002
Automatic Data Processing, Inc.

Employment Actions Audit Report

Page No. 28
Run Date: 02/10/2009
Run Time: 09:11:22t

Effective Date: 01-APR-2002 Effective Sequence: 0.000000000000000

These modifications to JOB records are not displayed because employee '382980462' (Derosa,Carol W) was changed to '777006' on '05/30/2002 10:05:17' by operator DEMO.
The following are the key fields of the PS_AUDIT_JOB record:
Audit_Stamp: 05/28/2002 05:35:32 Audit_Actn: A
Audit_Origin: D Operator Id: DEMO
Effective Date: 01-APR-2002 Effective Sequence: 0.000000000000000

These modifications to JOB records are not displayed because employee '382312056' (Griffin,Dean D) was changed to '777016' on '05/30/2002 10:34:52' by operator DEMO.
The following are the key fields of the PS_AUDIT_JOB record:
Audit_Stamp: 05/28/2002 05:48:33 Audit_Actn: C
Audit_Origin: D Operator Id: DEMO
Effective Date: 01-APR-2002 Effective Sequence: 0.000000000000000

AUD003 Profile Definition Audit Report

Description

You can produce an audit report on database agent changes, message agent changes, and terminations using the Profile Definition Audit Report (AUD003).

 For more information, see the *Application Administrator's Guide*.

To access the Profile Definition Audit report, make the following selections from PayForce:

System Administration ~ Utilities ~ Profile Definition Audit Report (AUD003)

Report ID: AUD003
Automatic Data Processing, Inc.

Operator Definition Audit Report
Report Parameters

Page No. 1
Run Date: 07/16/2012
Run Time: 17:09:18

<u>Sort Order</u>	<u>Beginning Date</u>	<u>Ending Date</u>	<u>Origin(s) Of Change</u>	<u>Show Translate Values</u>
1. Changed By Operator	07/01/2011	07/16/2012	Application Desktop	Yes
2. Transaction Date			Message Agent	
3. Operator Changed			Database Agent	
			Termination Process	

Report Run By

kliu@p203q2

Audit Operator

<u>Type</u>	<u>Name</u>	<u>ID</u>
-------------	-------------	-----------

All Audit Operators

Operator Changed

Profile Description

All Target Operators

Report ID: AUD003
Automatic Data Processing, Inc.

Operator Definition Audit Report

Page No. 4
Run Date: 07/16/2012
Run Time: 17:09:18

Changed By Operator Transaction Date Operator Changed	Origin	Field	Old Value	New Value
DEMO 11/29/2011 01:42:18 PFOPRTEST3	Application Desktop	ACCESSPSWD EMPLID EXPIREPSWD OPERFLAGS SSN Transit Nbr Bank Account Nbr Drivers License Nbr Credit Card Nbr Birthdate OPERPSWD OPRSEC OPRTYPE Operator Class Practitioner Self Service User Tools User PROFILE_DESCR PSWDEXPDATE	***** N (No) None (data in error) None (data in error) None (data in error) None (data in error) None (data in error) None (data in error) None (data in error) ***** Yes No No No No	***** PF203EMP1 Y (Yes) Hide Hide Hide Hide Hide Hide ***** PFOPRTEST3 No Yes Yes Yes Test Employee3,PayFo 29-NOV-2011_01:42:18
DEMO 11/29/2011 01:43:02 PFOPRTEST3	Application Desktop	AUTHITEMCOUNT AUTHPRCSCOUNT AUTHSIGNONCOUNT OPRCLASS OPRSEC	1538 17 7 PFOPRTEST3	0 0 0 ALLPANLS ALLPANLS
DEMO 11/29/2011 02:38:03 PFOPRTEST3	Application Desktop	ACCESSPSWD OPERFLAGS Updates Own Data OPERPSWD OPRTYPE Self Service User Database User PSWDEXPDATE	***** No ***** Yes No 29-NOV-2011_01:42:18	***** Yes ***** No Yes 29-NOV-2011_02:38:03
DEMO 11/29/2011 02:39:32 PFOPRTEST3	Application Desktop	PSWDEXPDATE	29-NOV-2011_02:38:03	29-NOV-2011_02:39:32

PER504 Organization Structure Report

Description

Use this report before running the Build Organizational Security Report (PER505), to print the changes that PER505 will make to the Department Security table.

To access the Organization Structure report, make the following selections from PayForce:

System Administration ~ Organization Security ~ Print Organization Structure (PER504)

Environment: DOCPF107
 Report ID: PER504
 Automatic Data Processing, Inc.

Print Organization Structure

Page No. 1
 Run Date: 11/10/2006
 Run Time: 15:32:45

PER505 Will Make the Following Changes to the Department Security Table

Operator Class	Dept ID	Access CD	Status
ALLPANTS	0100	Y	UNCHANGED
HRCBEN	0100	Y	UNCHANGED
PAYROLL	0100	Y	UNCHANGED
PYRLBEN	0100	Y	UNCHANGED
PYRLHRC	0100	Y	UNCHANGED

End of Report

PER702 Installation Table Report

Description

This table contains various defaults used for PayForce. You must set it up during installation as a base for establishing other tables.

The report lists default values for field defaults such as: company code and minimum/maximum standard hours. It also shows whether your company allows employees to hold multiple jobs, consists of more than one company, and the last number in the automatic employee or applicant ID numbering sequence.

To access the Installation Table report, make the following selections from PayForce:

System Administration ~ Application Security ~ Installation Information Report (PER702)

Environment: DOCPF107
 Report ID: PER702
 Automatic Data Processing, Inc.

Installation Table

Page No. 1
 Run Date: 08/14/2006
 Run Time: 16:15:41

General Options

Organization Name:	Automatic Data Processing, Inc.
Default Company:	DSS
Default Compensation Frequency:	A Annual
Country:	USA
Automated Security Access for New Operators:	Yes
Multiple Jobs/Pay Groups:	No
RPDE Department Security:	Yes
Employee Images:	Yes
Hosted Client:	Yes
National Account Number:	

Standard Hours

Minimum:	10.00
Maximum:	40.00
Default:	40.00

Self Service

User Passcode:	
Client Organization OID:	

Auto-Numbering Parameters

Maximum Size of Employee ID	4
Last Employee ID Assigned:	1000
Last Help Context Number Used:	99999999

Statistical Parameters

Gather Statistics Globally:	No
Gather Statistics for Table:	No
Start Time for Statistics Gathering:	18-OCT-1994_04:46:11_AM
Stop Time for Statistics Gathering:	18-OCT-1994_04:46:11_AM
Time Interval to Write Statistics (in seconds):	300

UTL004 Selective Record (Table) Report

Description

This program reports on a specified record (table) name and is used in conjunction with the On-Line Data Dictionary.

To access the Selective Record (Table) Report, make the following selections from PayForce:

System Administration ~ Utilities ~ Selective Record (Table) Report (UTL004)

Environment: DOCPF107
 Report ID: UTL004
 Automatic Data Processing, Inc.

Selective Record (Table) Report

Page No. 1
 Run Date: 11/17/2006
 Run Time: 10:16:45

ACTN_REASON_TBL (Action/Reason Combinations)

This table provides a master listing of all valid identifiers and descriptions of reasons for HR and Benefits actions taken. Multiple ACTN_REASON_TBL rows may exist for each action code stored in the XLATTABLE. While the EFFDT column is part of the primary key and is used to distinguish multiple rows for the same action reason, it is not inherited by dependent rows that reference action reason codes. Lookups are performed using the ACTION and ACTION_REASON columns with the most recent effective date determining the current row.

Key	Field	Type	Length	Reqrd	Format	Default	General Description *	Special Instructions
FK	ACTION	Char	3	Y	Uppercase		Action code	Validated against XLATTABLE
PK	ACTION_REASON	Char	3		Uppercase		Action reason code	
PK	EFFDT	Date	10	Y		%date		
FK	EFF_STATUS	Char	1	Y	Uppercase	A	Status as of effective date	Validated against XLATTABLE (default = "active")
AK	DESCR	Char	30		Mixedcase		Description	
	DESCRSHORT	Char	10		Mixedcase		Short description	
	ROE_REASON	Char	1	Y	Uppercase	K	<applicable to Canada only>	<not currently used>
	VOLUNTARY_TERM	Char	1	Y	Uppercase	N	Signifies whether the termination was voluntary or involuntary	
	BIS_ACTION	Char	1	Y	Uppercase	N	Indicates actions that are benefit-related and should be included in the Benefit Interface Extract file for WinFlex.	

* The General Description applies to all fields with this name regardless of record.

End of Report

UTL007 Profile Report

Description

The Profile report lists a profile or a class profile. The user can specify which profiles, classes, and types of information are included in the report. Options available for specifying the report output are as follows:

- **Profile** – Include information about the type of profile (individual or class), the class to which the profile belongs, the employee ID associated with the profile, and so forth.
- **System Access** – Include information about sign-on times.
- **Task Access** – List the tasks and tabs the profile can access.
- **Department Access** – List the departments the profile can access.
- **Reporting and Process Scheduling** – Include information about reporting authorizations, process scheduler security defaults, and profile group authorizations.
- **Show Class Information for Profiles Belonging to a Class** – By default, information printed about a profile will refer you to the class to which it belongs. If you want the entire security profile printed for each profile that belongs to a class, then select this option.
- **Profiles and Classes** – Select the profiles and/or classes to be included in the report.

 When you print this report, the actual title will appear as “Profile Security.”

To access the Profile report, make the following selections from PayForce:

System Administration ~Profile Security ~ Profile Report (UTL007)

Environment: PF204Q2_Environment
 Report ID: UTL007
 Automatic Data Processing, Inc.

Profile Security

Page No. 1
 Run Date: 05/01/2015
 Run Time: 14:58:22

Profile Definition

Profile Description: ALLPANLS

Type: Class

<u>Version</u>	<u>Auth Signon Count</u>	<u>Auth Item Count</u>	<u>Language Code</u>	<u>Profile Account</u>	<u>Employee ID</u>	<u>Update Own Data</u>	<u>Database Access</u>	<u>Display Options</u>	<u>Dept Override</u>	<u>Comments</u>
1061898	7	1310	ENG			No			N/A	

Environment: PF204Q2_Environment
 Report ID: UTL007
 Automatic Data Processing, Inc.

Profile Security

Page No. 3
 Run Date: 05/01/2015
 Run Time: 14:58:22

Operator Authorized Tasks

Profile Description: ALLPANLS

Type: Class

Functional Group	Process Group	Process	Task	Tab	Disp	Access	
Employee Maintenance	Employee Maintenance	ADP Benefits eXpert Interface	Employees Missing Birth Date (PER048)	Employees Missing Birth Date	No	F	
			Export Employee Data (BEN019)	Export Employee Data	No	F	
		ADP COBRA Services Interface	Benefits eXpert Client Setup	Benefits eXpert Client Setup	No	F	
			Import Deductions (BEN016)	Import Deductions	No	F	
			Validate COBRA Events (BEN020)	Validate COBRA Events	No	F	
			Review/Update COBRA Events	Review/Update COBRA Events	No	FVC	
			ANCHOR	ANCHOR	No	FVC	
			Export COBRA Data	Export COBRA Data	No	F	
		ADP Total Rewards Interface	Total Rewards Statements Setup	Total Rewards Statements Setup	No	F	
			Export Total Rewards Data	Export Total Rewards Statement	No	F	
		ADP WinFlex Interface	Import Benefit Elections (BEN015)	Import Benefit Elections	Import Benefit Elections	No	F
				Beneficiary Detail	Beneficiary Detail	No	FV
			ANCHOR	ANCHOR	No	FV	
			Employee Elections	Employee Elections	No	FV	
			Dependent/Beneficiary Summary	Dependent/Beneficiary Summary	No	FV	
			Dependent Detail	Dependent Detail	No	FV	
			Export Employee Data (BEN018)	Export Employee Data	No	F	
			WinFlex Client Setup	WinFlex Client Setup	No	F	
			Employees Missing Birth Date (PER048)	Employees Missing Birth Date	No	F	
			Import Deductions (BEN014)	Import Deductions	No	F	
			Data Import	Load Retirement Services File	ANCHOR	No	F
				Retirement Services Data Import Log (ALP)	Retirement Services Data Impor	No	F
				Define Import	Import Data	No	AF
				Load Retirement Services File	Load	No	F
		Define Import		Receive	No	F	
		Run Import		Import Definition	No	AF	
		Hire Employee	Union Information	Run Import	Run Import	No	F
				Additional Rates	Additional Rates	No	A
			HR Information	ANCHOR	ANCHOR	No	F
				Status Flags	Status Flags	No	A
			Multiple Jobs/Pay Groups	Payroll Details	Payroll Details	No	A
				Job Information	Job Information	No	A
			Multiple Jobs/Pay Groups	Job/Pay/Location	Job/Pay/Location	No	A
				Job/Pay/Location	Job/Pay/Location	No	A
			Tax Withholding	ANCHOR	ANCHOR	No	FVC
			HR Information	Custom Area/Dates	Custom Area/Dates	No	A
				Personal/EEO Information	Personal/EEO Information	No	A
				Status Flags	Status Flags	No	A
				Employment Related Dates	Employment Related Dates	No	A
				Employee Information	Employee Information	No	A
Payroll Details	Payroll Details			No	A		

Environment: PF204Q2_Environment
 Report ID: UTL007
 Automatic Data Processing, Inc.

Profile Security

Page No. 36
 Run Date: 05/01/2015
 Run Time: 14:58:22

Operator Department Access

Profile Description: ALLPANLS

Type: Class

Departments

0100 - Enterprise
 1000 - National Account Div (PR)
 1100 - Administration
 1200 - Human Resources
 122001 - Comp & Benefits - NA
 122002 - Training & Development
 122003 - Staffing
 122004 - Employee Relations
 1300 - Finance
 133001 - Accounting
 133002 - Payroll
 133003 - Accounts Payable
 133004 - Accounts Receivable
 1500 - Information Technology
 155001 - System Administration
 155002 - Network Services
 155004 - Hardware Support
 1600 - Business Development
 166001 - Contracts
 1700 - Engineering
 1800 - Operations
 SFT-DEPT - SFT department
 2000 - Products Division (AL)
 2100 - Administration
 211001 - Division Officers
 211002 - Acquisitions & Mergers
 211003 - Facilities
 2200 - Human Resources
 002200 - Dept id 002200
 222001 - Comp & Benefits-Products Div
 222002 - Training & Development
 222003 - Recruitment
 222004 - Employee Relations
 222005 - Health & Safety
 2300 - Finance
 233001 - Accounting
 233002 - Payroll
 233004 - General Ledger
 2400 - Sales & Marketing
 244001 - Atlanta
 244002 - New York
 244003 - Los Angeles

Environment: PF204Q2_Environment
 Report ID: UTL007
 Automatic Data Processing, Inc.

Profile Security

Process Scheduler Profile

Profile Description: ALLPANLS

Type: Class

Run Online Reports using Database Access ID:	Yes
View Reports in Server's Batch Processing Directory:	Yes
Override Server Parameters Allowed:	Yes
View Server Status Allowed:	Yes
Update Server Status Allowed:	No
Update Recurrence Definition Allowed:	Yes
Operator May View Process Requests Submitted by:	All Profiles
Operator May Update Process Requests Submitted by:	All Profiles

Environment: PF204Q2_Environment
Report ID: UTL007
Automatic Data Processing, Inc.

Profile Security

Page No. 41
Run Date: 05/01/2015
Run Time: 14:58:22

Profile Group Access

Profile Description: ALLPANLS

Type: Class

Profile Group Names

AL/CHK
AL/PAY
AL/TBLS
AL/UTIL
AUDIT
BAS/TBLS
BEN/TBLS
HR/COMP
HR/PERS
HR/TBLS
HR/UTIL
TAX/RPT
TIME/ATT
TLSALL
UPGRADE
UTILS
XREFS

UTL012 Export Definition & Mapping Report

Description

The Export Definition & Mapping Report provides the Export Definition settings as well as any alternate data mapping settings that the user defines for the Benefit interface in .CSV format. The Export Definition & Mapping Report includes a section for each tab that exists in the Export Definition panel group: Export Definition, Export Details, and Export Filter. The user will have the option to include the Column Pick Lists, Column Translates and Data Mapping settings as runtime parameters. If differences in column mapping settings exist between the defaults on the Export Definition and the Export Data Mapping settings, the variances between the two will be noted on the report.

The information provided in the Export Definition & Mapping Report allows you to fine-tune the outbound interface to accommodate your business rules, as well as serves as a useful tool for preserving your changes when upgrading to later Maintenance Releases.

The report samples in this guide display error reports for the Winflex Demographic Export report (BEN018).

To run the Export Definition & Mapping Report (UTL012), make the following selections from PayForce:

System Administration ~ Export Utility ~ Export Definition & Mapping Report (UTL012)

From the **Export ID** field, select the **BEN018** or **BEN019** option.

Export Definition & Mapping Report

Export ID: BEN018

-- Data Record: MINIFLEX_EXPORT

Dflt Data

Col#	Export Column Name	Lock	Data Type	Recd Len	Origin	Column Name or Fixed Value/Additional Information
12	Street 2	N	Character	N	40 Mapped	STREET2 Pl.: N Xl.:N Send Blank AsBlank
13	Street 3	N	Character	N	40 Mapped	STREET3 Pl.: N Xl.:N Send Blank AsBlank
14	City	N	Character	N	30 Mapped	CITY Pl.: N Xl.:N Send Blank AsBlank
15	State	N	Character	N	2 Mapped	STATE Pl.: N Xl.:N Send Blank AsBlank
16	Zip	N	Character	N	10 Mapped	ZIP Pl.: N Xl.:N Send Blank AsBlank
17	Country	N	Character	N	3 Mapped	COUNTRY Pl.: N Xl.:N Send Blank AsBlank
18	Home Phone	N	Character	N	15 Mapped	HOME_PHONE Pl.: N Xl.:N Send Blank AsBlank
19	Social Security Number	Y	Character	Y	9 Mapped	SSN Pl.: N Xl.:N Send Blank AsBlank
20	Social Insurance Number	N	Character	N	9 Mapped	SIN Pl.: N Xl.:N Send Blank AsBlank
21	Personal Status	N	Character	N	1 Mapped	PER_STATUS Pl.: N Xl.:N Send Blank AsBlank
22	Original Hire Date	N	Date	N	10 Mapped	ORIG_HIRE_DT Format YYYYMMDD Pl.: N Send Blank AsBlank
23	Sex	N	Character	N	1 Mapped	SEX Pl.: N Xl.:N Send Blank AsBlank
24	Birth Date	N	Date	N	10 Mapped	BIRTHDATE Format YYYYMMDD Pl.: N Send Blank AsBlank
25	Date of Death	N	Date	N	10 Mapped	DT_OF_DEATH Format YYYYMMDD Pl.: N Send Blank AsBlank
26	Marital Status	N	Character	N	1 Mapped	MAR_STATUS Pl.: N Xl.:N Send Blank AsBlank
27	Marital Status Date	N	Date	N	10 Mapped	MAR_STATUS_DT Format YYYYMMDD Pl.: N Send Blank AsBlank
28	Former Name	Y	Character	N	40 Mapped	FORMER_NAME Pl.: N Xl.:N Send Blank AsBlank
29	Disabled	N	Character	N	1 Mapped	DISABLED Pl.: N Xl.:N Send Blank AsBlank
30	Disabled Vet	N	Character	N	1 Mapped	DISABLED_VET Pl.: N Xl.:N Send Blank AsBlank
31	Disability Type	N	Character	N	2 Mapped	DISABILITY_TYPE Pl.: N Xl.:N Send Blank AsBlank
32	Smoker	N	Character	N	1 Mapped	SMOKER Pl.: N Xl.:N Send Blank AsToken Blank Token N
33	Previous HCE	N	Character	N	1 Mapped	HIGHLY_COMP_EMPPL_P Pl.: N Xl.:N Send Blank AsToken Blank Token N
34	HCE	N	Character	N	1 Mapped	HIGHLY_COMP_EMPPL_C Pl.: N Xl.:N Send Blank AsToken Blank Token N
35	Hire Date	N	Date	N	10 Mapped	HIRE_DT Format YYYYMMDD Pl.: N Send Blank AsBlank
36	Rehire Date	N	Date	N	10 Mapped	REHIRE_DT Format YYYYMMDD Pl.: N Send Blank AsBlank
37	Company Seniority Date	N	Date	N	10 Mapped	COMPNY_SENIORITY_DT Format YYYYMMDD Pl.: N Send Blank AsBlank
38	Service Date	N	Date	N	10 Mapped	SERVICE_DT Format YYYYMMDD Pl.: N Send Blank AsBlank

UTL018 InfoLink Initial Load and Sync Report

Description

The InfoLink Initial Load and Sync (UTL018) utility is for ADP hosted clients using the ADP InfoLink Data Exchange and the ADP Self Service applications. This utility allows you to load all employee data from PayForce to iSI Registry, ADP Self Service, ADP *VirtualEdge* Professional and, if applicable, ADP Benefit Services.

The InfoLink Load and Sync (UTL018) utility allows you to send all employee data from PayForce to iSI Registry, ADP Self Service, ADP *VirtualEdge* Professional, and, if applicable, ADP Benefit Services. The download of employees' data from PayForce to ADP Benefit Services is on a *one message per employee basis*. Such a sync can potentially make for a large volume of messages. Viewing a large number of messages with the Message Monitor can sometimes be inefficient.

UTL018 can be run in two different modes, as follows:

- Send Employee Data – Allows you to send the selected employees' data to ADP Benefit Services
- Report Only – Allows you to print a report of the employees selected

To access the InfoLink Initial Load and Sync report, make the following selections from PayForce:

System Administration ~ Integration Utilities ~ Infolink Initial Load and Sync (UTL018)

Co	Pay Gp	Department	Location	Job Code	Employee ID	Name	Status	Transaction Type
DSS	ETI	211003	NORCR	3503	381302	Parker,Russell J	T	EE Registration
DSS	ETI	211003	NORCR	3501	381410	L,Joe	A	EE R registration
DSS	ETI	222001	NORCR	4802	381601	Sone,Karen A	A	EE Registration
DSS	ETI	222002	NORCR	3001	381409	McVann,Marcia R	A	EE Registration
DSS	ETI	222002	NORCR	3001	381501	Marco,Juan R	A	EE Registration
DSS	ETI	222002	NORCR	3002	381802	Washinski,Deborah J	A	EE Registration
DSS	ETI	222002	NORCR	3001	381901	Painter,Kenneth D	A	EE Registration
DSS	ETI	222003	NORCR	6603	381205	Metter,Franklin J	A	EE Registration
DSS	ETI	222003	NORCR	6602	381412	Manstfield,Thomas D	A	EE Registration
DSS	ETI	222003	NORCR	6603	381510	Nixon,Rachel R	A	EE Registration
DSS	ETI	222003	NORCR	6603	381801	Banks,Susan M	A	EE R registration
DSS	ETI	222003	NORCR	6602	381803	Woodham,Nancy M	A	EE Registration
DSS	ETI	222003	NORCR	6603	381804	Langree,Daniel E	A	EE Registration
DSS	ETI	222003	NORCR	6603	381902	Manfred,Edward J	A	EE Registration
DSS	ETI	222004	NORCR	4805	381002	Henry,Mark Adam	T	EE Registration
DSS	ETI	222004	NORCR	4801	381301	Jones,Kimberly S	A	EE Registration
DSS	ETI	222004	NORCR	3501	381303	Lee,Anh T	A	EE Registration
DSS	ETI	222004	NORCR	3501	381502	Mertweher,Marcia D	A	EE Registration
DSS	ETI	222004	NORCR	3002	381507	Kingsley,Linda F	A	EE R registration
DSS	ETI	233001	NORCR	3100	381408	Peterson,Mark A	A	EE Registration
DSS	ETI	233001	NORCR	3101	381413	Kennedy,Claude J	A	EE Registration
DSS	ETI	233001	NORCR	3101	381505	Pejean,Jean-Marc	A	EE Registration
DSS	ETI	233001	NORCR	3200	381506	Stevenson,Patrick M	A	EE Registration
DSS	ETI	233002	NORCR	3104	381509	Daniels,Wayne T	A	EE Registration
DSS	ETI	233002	NORCR	3104	381503	Langford,Elizabeth M	A	EE Registration
DSS	ETI	233002	NORCR	3100	381504	Barrington,Alexander L	A	EE Registration
DSS	ETI	233002	NORCR	3101	381508	Baker,Jennifer	A	EE Registration
DSS	ETI	244001	NORCR	3001	381407	O'Connell,Rachel M	A	EE Registration
DSS	ETI	244001	NORCR	3002	381411	St.Clair,Catherine M	A	EE Registration
DSS	ETI	244001	NORCR	3002	381511	Fehols,Jonathan D	A	EE Registration
DSS	ETI	244001	NORCR	3002	381702	Kingston,Michael J	A	EE Registration
DSS	ETI	244002	NEWAR	3104	381401	McCullister,Laura A	A	EE Registration
DSS	ETI	266001	NORCR	6502	381003	Dantford,Regina L	A	EE Registration
DSS	ETI	266002	NORCR	5502	381206	Behnon,Syven L	A	EE Registration
DSS	ETI	266003	NORCR	5701	381204	Chunn,Joseph	A	EE Registration
DSS	ETI	266003	NORCR	8802	381207	Fancher,Juanita L	A	EE Registration
DSS	ETI	266003	NORCR	8801	381402	Hopewell,Gregory J	A	EE Registration
DSS	ETI	266003	NORCR	8800	381404	Richmond,Gregory L	A	EE Registration
DSS	ETI	266003	NORCR	8800	381701	Garrison,Tammy L	A	EE Registration
DSS	ETI	266003	NORCR	8800	381703	Annin,Alli	A	EE Registration
DSS	ETI	266003	NORCR	8802	381904	Gibson,Randall R	A	EE Registration

Total Number of Employees:

41

----- Processing Parameters -----
 Run Type: Send
 Company Selection: DSS
 Pay Group Selection: ETI
 Department Selection: All
 Location Selection: All
 Job Code Selection: All
 Empl Status Selection: All
 Employee ID Selection: All

End of Report

UTL019 Profile Access Report

Description

The Profile Access report provides the profile ID, class, employee ID, employee name, and the level of task access they have to the panels provided in the Profile task. Additionally, the report indicates if the panels are enabled or disabled for the profile.

To access the Profile Access report, make the following selections from PayForce:

System Administration ~ Profile Security ~ Profile Access Report (UTL019)

Environment: PF204Q2_Environment
 Report ID: UTL019
 Automatic Data Processing, Inc.

Profile Access

Page No. 1
 Run Date: 05/04/2015
 Run Time: 08:07:12

Legend

A - Add AN - Add & New
 CF - Current & Future E - Enabled
 VH - View History D - Display
 CH - Change History

Profile Description ** indicates inactive	Class	Employee ID	Employee Name	Task Access					Tab Names	E	D
				A	CF	VH	CH	AN			
Chunn,Joseph - CHUNNJPROFILE2	ALLPANLS	381204	Chunn,Joseph	Y	Y	N	N	N	Profile	Y	N
									System Access	Y	N
									Task Access	Y	N
									Department Access	Y	N
									Reporting and Process Sche	Y	N
									Field Display Options	Y	N
Batchelor,David - DBATCHELOR	ALLPANLS	326415599	Batchelor,David	Y	Y	N	N	N	Profile	Y	N
									System Access	Y	N
									Task Access	Y	N
									Department Access	Y	N
									Reporting and Process Sche	Y	N
									Field Display Options	Y	N
DEMO	ALLPANLS			Y	Y	N	N	N	Profile	Y	N
									System Access	Y	N
									Task Access	Y	N
									Department Access	Y	N
									Reporting and Process Sche	Y	N
									Field Display Options	Y	N
sailaja,avula - N0001	ALLPANLS	789789	sailaja,avula	Y	Y	N	N	N	Profile	Y	N
									System Access	Y	N
									Task Access	Y	N
									Department Access	Y	N
									Reporting and Process Sche	Y	N
									Field Display Options	Y	N
Chunn,Joseph - QA_TESTER	ALLPANLS	381204	Chunn,Joseph	Y	Y	N	N	N	Profile	Y	N
									System Access	Y	N
									Task Access	Y	N
									Department Access	Y	N
									Reporting and Process Sche	Y	N
									Field Display Options	Y	N

Appendix A


Creating Alternate SQR Output Formats

<u>PAGE</u>	<u>TOPIC</u>
A-2	Introduction
A-3	Specifying the Command-Line Flag Format
A-8	PDF Output Known Issues
A-9	Sample Output
A-11	Sources

Introduction

While File Viewer is the only viewer for which all of the delivered SQRs are certified, you may want to create reports in .PDF format. This format allows you to distribute, view, and print reports without having PayForce installed. Many of the delivered SQRs produce acceptable results in .PDF format. The information contained in this appendix describes how to generate .PDF files and notes the differences between .LIS and .PDF format.

Alternate SQR output formats can be generated using SQR command-line flags. When a command-line flag is used to change the output format, the .LIS file output is replaced with a file using a different extension. You can view these different file extensions by selecting the * (asterisk) from the Report Outputs dialog box **File with extension** field.

 Many reports allow you to select the output format before running the report by providing a **Report (LIS)**, **Report (PDF)**, or **Text File (CSV)** check box for selection. For more information, see [“Running Reports or Processes”](#) on page 1-4.

Specifying the Command-Line Flag Format

In PayForce, you can change the command-line flag for either all SQRs or for a single SQR. The format for the command-line flag is:

-PRINTER:XX— this causes printer type *XX* to be used when creating output files.

Table A-1 shows the types of output designations you can specify for SQR reports.

Table A-1. Output Designations for SQR Reports

XX	Printer Type	Example	Output Extension
PD	PDF	-PRINTER:PD	.PDF
	LIS or PDF	-KEEP	.LIS and .PDF

Setting the Command-Line Flag for All SQRs



Tasks

Specifying the Command-Line Flag Format

Setting the Command-Line Flag for All SQRs

Setting the Command-Line Flag for a Single SQR

To set the flag for all SQRs, do the following:

1. From PayForce, make the following selections:

System Administration ~ Process Scheduler

2. Double-click the **Process Types** task. The Search dialog box displays.

Process Type

OS Platform

Database Platform

Search

Figure A-1. Search Dialog Box

3. From the **Process Type** field, select SQR Report.
4. From the **OS Platform** field, select an OS Platform for your reports.
5. From the **Database Platform** field, select a database platform for your reports.
6. Click **OK** and the General Parameters panel appears.
7. Click the **SQR Parameters** tab. The SQR Parameters panel displays.

Figure A-2. SQR Parameters Panel

8. In the **SQR Flags** field, add **-PRINTER::PD** to the end of the string to generate only .PDF files or **-KEEP** to generate both .PDF and .LIS files.
 - ⓘ You must use **two colons** after the **-PRINTER** command. If only one colon is used, it will be interpreted as a bind variable. The two colons are interpreted as one when the string is processed.
9. Save your changes.

What's next

You have finished setting the command-line flag for all SQRs. To set the command-line flag for a single SQR, see “[Setting the Command-Line Flag for a Single SQR](#)” on page A-6.

Setting the Command-Line Flag for a Single SQR



Tasks

Specifying the Command-Line Flag Format

Setting the Command-Line Flag for All SQRs

Setting the Command-Line Flag for a Single SQR

To set the command line flag for a single SQR, do the following:

1. From the PayForce, make the following selections:


System Administration ~ Process Scheduler

2. Double-click the **Processes** task. The Search dialog box displays.

Figure A-3. Search Dialog Box

3. From the **Process Type** field, select SQR Report.
4. From the list, double-click the **Process Name**. The Process Definition panel displays.
5. Click the **Process Options** tab. The Process Options panel displays.

Figure A-4. Process Options Panel

6. In the **SQR Flags** field, add space **-PRINTER::PD** to the end of the string to generate a .PDF file or **-KEEP** to generate both a .PDF and .LIS file.
 -  You must use **two colons** after the **-PRINTER** command. If only one colon is used, it will be interpreted as a bind variable. The two colons are interpreted as one when the string is processed.
7. Save your changes.



End of procedure

You have finished setting the command-line flag for either all SQRs or a single SQR.

PDF Output Known Issues

The following is a list of known issues/differences with .PDF output:

- Everything prints in a more compressed format, so it's crowded vertically and to the left. For columnar reports, this probably won't cause problems. For output where print positions matter, such as letters to be stuffed in window envelopes or data that goes on forms, the compressed format will present issues.
- Other than the compressed format, the SQRs that have PCL (Printer Control Language) written directly to the output file appear to be the only ones that have serious formatting problems. Proportional fonts are lost and 'bold' does not work. Known SQRs affected include:
 - TAX910CS/TAX910LC - W2s
 - PAY003 - Payroll checks
 - DDP003 - Payroll direct deposits
 - ALPAY013/ALPAY019 - Manual checks
- There are two SQRs that have hard coded '.LIS' output file names. If .PDF output is desired, the SQR must be run with the -PRINTER::PD command-line flag, and the .LIS output extension must be renamed to .PDF.
 - ALPAY016 - Employee Changes
 - ALUTL005 - Masterfile Differences
- .PDF and .LIS format can not be produced on the same SQR run.
- There is a 5000 page limit with PDF output.
- Executing numerous new-report commands, which are used to split output into multiple files and may be necessary to work around the 5000 page limit, may cause SQR to abort.

Sample Output

PF File Viewer: per002

Page: 1 of ~2

Database: DCCPF104
Report ID: PER002
Automatic Data Processing, Inc.

Employee Birthdays

Page No. 1
Run Date: 11/01/2004
Run Time: 14:28:50

Month	Employee Name	Birth Day	Sex	Department	Job Title
JANUARY	Chouin, Helen Morgan	1	F	Training & Development	SI Trainer
	Thomas, David R.	24	M	System Administration	System Analyst III
	Hayes, Robert	30	M	Facilities	Manager
	Kingley, James H.	30	M	Network Services	Technical Support Specialist 2
FEBRUARY	McNabb, Maria D.	6	F	Employee Relations	Administrative Assistant II
	McNabb, Maria F.	14	F	Training & Development	Technical Support Specialist 2
	Johnson, Deborah A.	15	F	Human Resources	Vice Pres, Human Resources
	Oufka, Dawn D.	26	M	Compensation & Benefits - NA	Comp/Benefits Analyst 1
McNabb, Leslie F.	27	F	Compensation & Benefits - NA	HR Specialist	
MARCH	Barragan, Alexander L.	5	M	Payroll	Clk 1
	Piquero, Juan-Man	5	M	Accounting	Clk 11
	Pedroza, Mark A.	8	M	Accounting	Clk 1
	Servino, Patrick M.	9	M	Accounting	Clk 11
	Phillips, Susan Langston	12	F	Staffing	Recruiter
	Sung, Hui	12	M	Training & Development	Trainer
	McDonald, Samantha Y.	15	F	Payroll	Accountant 1
	Suss-Kramer, A.	21	F	Comp & Benefits-Product Dev	SI Comp/Benefits Analyst
	Lee, Ash T.	23	F	Employee Relations	Administrative Assistant II
	Hamilson, Carl L.	25	M	Training & Development	Trainer
APRIL	Cary, Sandra J.	1	F	System Administration	System Analyst 1
	Kingley, Linda F.	3	F	Employee Relations	SI Technical Support Spec
	Dawson, Regina L.	6	F	Production-Eng	Assembler II
	Chouin, Joseph	14	M	Distribution-Eng	Shipping/Receiving Clk 11
	Carlson, Dawn E.	15	F	Accounting	Accountant 1
Henry, Mark Adam	27	M	Employee Relations	HR Specialist	
MAY	Baker, Chad D.	5	M	Compensation & Benefits - NA	Comp/Benefits Analyst 1
	Lee, Rita C.	9	F	Compensation & Benefits - NA	HR Specialist
	Yee, Carl E.	9	M	Staffing	Recruiter
	Alvarez, Francisco M.	9	F	Health & Safety	HR Specialist
	Harrington, Carolyn L.	11	F	Accounting	Accountant II
	Landry, Alan S.	12	M	Employee Relations	Clk 11
	Jones, Kimberly S.	18	F	Employee Relations	Comp/Benefits Analyst II
	Swift, Brad B.	24	M	Compensation & Benefits - NA	HR Specialist
	Starr, Dale R.	26	M	Facilities	SI Maintenance Technician
	Owens, Tammy L.	28	F	Distribution-Eng	Maintenance Technician 1
Dawson, Joseph W.	30	M	Training & Development	SI Trainer	
JUNE	Davis, Marshall E.	7	M	Compensation & Benefits - NA	SI Comp/Benefits Analyst

Figure A-5. .LIS Output Example

Database: DEVPF108
Report ID: PER002
Automatic Data Processing, Inc.

Employee Birthdays

Page No. 5
Run Date: 08/18/2005
Run Time: 14:19:57

Month	Employee Name	Birth Day	Sex	Department	Job Title
	Garrison, Tammy L	28	F	Distribution-East	Maintenance Technician I
	Gault, Tammy L	28	F	Distribution-East	Maintenance Technician II
	Daniels, Joseph W	30	M	Test	Sr. Trainer
	Davis, Joseph W	30	M	Finance	Sr. Trainer
	Saodgrass, E James	30	M	Cardiac Care Unit	Registered Nurse
JUNE	Grohl, David J	1	M	Enterprise	Orthopedic Technician
	Hirling, Newann	5	M	Human Resources	Sr. Accountant
	Davis, Marshall E	7	M	Test	Sr. Comp Benefits Analyst
	Gibson, Randall R	7	M	Distribution-East	Sr. Maintenance Technician
	Perkins, Pneline R	7	F	Labor & Delivery	Emergency Technician
	Baird, Sandra P	8	F	Customer Service-East	Sr. Customer Support Rep
	John, John	8	M	Corporate Offices	Vice President, Business Devel
	Madison, A Brandn	8	F	Test	Clerk I
	Brown, James R	10	M	Test	Sr. Comp Benefits Analyst
	Butler, James R	10	M	Finance	Training Supervisor
	McCoy, Elizabeth B	12	F	Sales	Vice President, Sales
	Wallace, Liz J	12	F	Production-East	Sr. Production Supervisor
	Parker, Tom	13	M	Test	Chief of Staff
	Richmond, Gregory L	15	M	Distribution-East	Maintenance Technician I
	Saurb, James W	15	M	Product Support	Manager
	Langford, Daniel E	17	M	Recruitment	Sr. QA Inspector
	Langtree, Daniel E	17	M	Recruitment	Sr. QA Inspector
	Langford, Elizabeth M	21	F	Payroll	Sr. Clerk
	Lough, Elizabeth M	21	F	Payroll	Sr. Clerk
	Thompson, Patricia K	22	F	Comp & Benefits - Services Div	Sr. Comp Benefits Analyst
	Gilmore, Constance J	23	F	Production-West	Sr. Clerk
	Massachusetts, Maynard	24	M	Training & Development	Sr. Production Planner
	Brooks, Jennifer	25	F	Payroll	Clerk II
	Francher, Juanita L	25	F	Administration	Part Time Clerk
	O'Neal, Jennifer M	25	F	Payroll	Clerk II
	Ranchero, Juanita L	25	F	Distribution-East	Vice President, Business Devel
JULY	Kirby, Charles T	2	M	Customer Service-East	Sr. QA Inspector
	Sanchez, Hector J	3	M	Network Services	Systems Analyst III
	Baldwin, Thomas E	4	M	General Medical	Emergency Technician
	McMillan, Patricia R	4	F	General Medical	Registered Nurse
	Young, Yoo	4	M	Administration	Director, Satellite Systems
	Everett, Stephanie J	9	F	Comp & Benefits-Products Div	HR Specialist
	Livingston, Stephanie J	9	F	Test	Manager, Accounting
	McCain, Louza A	15	F	Accounting	Patient Care Assistant
	James, Constance J	16	F	Consumer Relations	Customer Support Rep
	White, James G	22	M	Product Support	Customer Support Rep
	Meadows, Elena L	24	F	Intensive Care	Patient Care Assistant

Figure A-6. .PDF Output Example

Sources

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SQR User Group web site (<http://www.sqrug.org>).

Appendix B

PayForce Report Quick Reference

<u>PAGE</u>	<u>TOPIC</u>
B-2	Introduction
B-3	PayForce Reports and Descriptions

Introduction

The following table lists the PayForce reports and their descriptions. The table is organized as follows:

- Human Resources Reports
- Payroll Reports
- Administration Reports

PayForce Reports and Descriptions

Number	Name	Description
Human Resources Reports		
CMP001	Salary Structure Report	<p>This report lists all salary grades in descending order by salary grade. For each grade, it shows the minimum and the maximum amount being paid for the grade. It also calculates the midpoint between the minimum and maximum amounts.</p> <p>The midpoint differential column shows the percent of change between the midpoints in each grade. The report calculates the range spread percentage by dividing the maximum amount by the minimum amount and subtracting 1.0.</p>
CMP003	Current Compa-Ratio Analysis by Salary Plan, Grade, and Job Report	<p>This report compares an employee's salary to the others in the same salary grade. It lists each employee in the salary grade and the midpoint amount of the salaries in that grade.</p> <p>For each employee, the report lists job code, title, name, and department ID. The last two columns pertain to a compa-ratio calculation for each employee. This means a comparison of the employee's salary to the midpoint amount of the salary grade. If their current rate is the same as the midpoint, the compa-ratio is 1.00-or one hundred percent of the midpoint. If the annual rate is above or below the midpoint, the system calculates a ratio based on the amount of the difference compared to the midpoint amount and adds or subtracts it from 1.00.</p>
CMP004	Below-Minimum Analysis Report	<p>This report lists all employees whose annual pay rate is below the minimum amount set for the salary grade. The report shows the minimum amount, the employee's annual rate, and the amount below both in dollars and as a percentage.</p>
CMP005	Above-Maximum Analysis Report	<p>This report shows employees making more than the maximum amount in their salary grade. It lists the salary grades containing employees over maximum and the associated maximum amount.</p>



Number	Name	Description
PER002	Employee Birthdays Report	This report lists employee birthdays. It includes the following information for each employee: name, birth date, gender, department, and job title. Use this report to remind you about any special dates or events that may be observed by your company.
PER003	Years of Service Report	This report lists employees who have completed a certain number of years of service with your organization. It provides the employee name, date hired, termination date (if applicable), rehire date (if applicable), service date, length of service (expressed in years and months), the employee's department, and job title. Use this report as a reminder of employees who are eligible for vested benefits plans or service recognition awards.
PER004	Emergency Contacts Report	This report lists all emergency contacts entered for each employee in the system. It shows employee name, department, contact, telephone number, and relationship to the employee. The report places a Y in the Primary column for primary contacts.
PER010	Turnover Rate Report	<p>The PER010 report is intended for use by users with full access to all departments and pay groups within a company for monitoring the employee turnover rate and summary totals. If you do not have access to all departments or pay groups within a company, you can monitor the net turnover rate for your selections; however, the report will not reflect the overall company or pay group turnover rate.</p> <p>To monitor the employee turnover rate, the PER010 report calculates the net turnover rate by department for a specified time period. Summary totals for companies and pay groups may also be calculated and printed. The report also produces two CSV files with relevant data that you can export to other programs to conduct turnover analysis.</p>



Number	Name	Description
PER016	Equal Employment Opportunity Employer Information Report EEO-1	<p>The Pre-2007 EEO-1 Related Reports process enables you to run any of the EEO reports that are delivered with PayForce for pre-2007 EEO-1 filing.</p> <p>This report produces a fileable EEO-1 report (except for the consolidated report, whose data must be transferred to the government form). This report includes all the information necessary to complete the U.S. government standard EEO-1 form for private sector organizations.</p> <p>The three-page report sample that follows contains the following report sections: 1) the first page, which provides information on the headquarters of the organization, is an example from the fileable portion of the report, 2) the second page is a similar report for an individual establishment within the organization (such as a division or location); and 3) the third page is the consolidated portion of the report which, as indicated above, is not fileable and must be transferred to Form 100.</p>
PER016A	EEO-1 Establishment List - Fewer than 50 Persons Report	<p>The Pre-2007 EEO-1 Related Reports process enables you to run any of the EEO reports that are delivered with PayForce for pre-2007 EEO-1 filing.</p> <p>This report produces a list of EEO establishments (other than headquarters units) that employ fewer than 50 people.</p>
PER016B	EEO Excluded Employees Listing Report	<p>The Pre-2007 EEO-1 Related Reports process enables you to run any of the EEO reports that are delivered with PayForce for pre-2007 EEO-1 filing.</p> <p>This report produces a list of employees who are active, on-leave, or suspended, but who will be excluded from PER016 (the fileable EEO-1 report). PER016B is an audit report that is not filed with the EEO-1 reports.</p> <p>The report sample has two parts - the first page shows employees who have been listed twice on the PER016 (Fileable EEO1 report) because they have multiple jobs. The second part shows employees who are excluded from the EEO-1 report for specific reasons (shown in the EEO Code column).</p>


Number	Name	Description
PER016C	EEO-1 Included Employees Report	<p>The Pre-2007 EEO-1 Related Reports process enables you to run any of the EEO reports that are delivered with PayForce for pre-2007 EEO-1 filing.</p> <p>This report produces a list of employees by location who will be included in PER016 (the fileable EEO-1 report). PER016C is an audit report that is not filed with the EEO-1 reports.</p>
PER016D	EEO-1 With Fewer than 50 Persons Detail Report	<p>The Pre-2007 EEO-1 Related Reports process enables you to run any of the EEO reports that are delivered with PayForce for pre-2007 EEO-1 filing.</p> <p>The PER016D report lists establishments with fewer than 50 employees in a format that is compatible for interactive diskette. This report, which is intended as an aid for Interactive Diskette Filing, is similar to PER016A (which provides a summary report on paper).</p>
PER018	Occupational Injury/Illness Log - OSHA 200 Report	<p>The OSHA 200 Occupational Injury/Illness Log report (PER018) meets the Occupational Safety and Health Administration's (OSHA) requirements for reporting occupational injuries or illnesses. It lists the case numbers and details of each injury or illness for the calendar year.</p> <p>The information shown for each case number includes:</p> <ul style="list-style-type: none"> • Employee name, job title, and department • Injury description • Number of days away from work or restricted from working (if applicable) • Outcome of the injury or illness • Date of death (if applicable)



Number	Name	Description
PER026	Employee Profile Report	<p>This report provides a summary of pertinent information about the employment status of your employees. It provides managers with a quick reference to use in the review process and as a turnaround document for communicating changes in employment status.</p> <p>Our standard report format includes information such as: name, employee ID, department, and salary history. It also lists personal information that you can verify for database updates, such as home address and emergency contacts.</p>
PER031	State and Local Government Information - EEO-4 Report	<p>This report meets all government reporting requirements as specified in the EEOC Form 164, “State and Local Government Information (EEO-4)” Instruction Booklet. Beginning with the 1993 survey year and biennially (every odd- numbered year) thereafter, those who must file this report include: 1) all States; 2) all other political jurisdictions which have 100 or more employees; and 3) a sample of those political jurisdictions which have 15-99 employees. The sample is rotated biennially, so that none of the smaller jurisdictions will be required to file in consecutive survey years, but all will be required to file in their turn. Sample jurisdictions will be informed by receipt of the forms that they have been selected to report in a particular survey year.</p> <p>The purpose of this report is to bring about uniformity in State and local government record keeping and reporting and should serve as a valuable tool for use by the political jurisdictions in evaluating their own internal programs for ensuring equal employment opportunity.</p>
PER032	Family and Medical Leave Report	The Family and Medical Leave Report (PER032) lists the type of leave, leave date, and return date for all company employees who take leave from their jobs under the Family and Medical Leave Act (FMLA).
PER033	Census Bureau Report of Organization	This report provides establishment employee count and wage information used by the Census Bureau Report NC-9901.
PER035	EVS Missing Data Report	This utility creates a file of all employees and their Social Security numbers (SSN) to be sent to the Social Security Administration to be matched to their records via the Enumeration Verification System (EVS).

Number	Name	Description
PER036	EVS Social Security Number Verification Error Report	This program reads the file returned from the Social Security Administration's Enumeration Verification System (EVS). This file, named EVSVER, contains Social Security numbers that did not match their files along with a verification code that you can use to determine the inconsistency.
PER040	OSHA 300 Log Report	OSHA 300 Log report (PER040) lists the case numbers and details of any work-related injuries or illnesses in the organization for each calendar year. This report meets Occupational Safety and Health Administration (OSHA) reporting requirements for occupational injuries and illnesses.
PER041	OSHA 301 Incident Report	OSHA 301 Incident report (PER041) lists additional information for every injury or illness entered on the OSHA 300 form. The incident report record contains detailed information pertaining to how the injury or illness exposure occurred, identifies any objects or substances involved, and indicates the nature of the injury or illness and the part(s) of the body affected.
PER042	Summary of Cases, Days, and Incidents Report	<p>The OSHA 300A Summary form is used to show the totals for each category contained on the OSHA 300 log for the calendar year. The OSHA 300A Summary went into effect beginning with the (calendar) recording year of 2002. The OSHA 300A Summary for the previous calendar year must be posted from February 1 through April 30 of each year. To help you comply with this regulation, we are providing the Summary of Cases, Days, and Incidents report (PER042). The information on this report must be transferred to your OSHA 300A Summary Report form before posting the form.</p> <p>The Summary of Cases, Days, and Incidents (PER042) provides all information for you to transfer to the OSHA 300A Summary form except the following:</p> <ul style="list-style-type: none"> • Annual average number of employees • Total hours worked by all employees last year

Number	Name	Description
PER048	Employee Missing Birth Date Report	This report identifies and lists all employees without birth date information. The output is ordered by Pay Group or Department, depending on input selections.
PER050	EEO-1 Report	<p>This report produces a data file that you can use for filing multi-establishment, and optionally, single establishment EEO-1 reporting. If you run the report for a multi-establishment employer, the report produces Consolidated, Headquarters Unit, Individual Establishment Report for Establishments with 50 or more Employees, and an optional Individual Establishment with less than 50 employees reports. If you run the report for a single-establishment employer, the report produces a single establishment report.</p> <p> The PER016D report may be used for multi-establishment reporting through 2006. For 2007 and beyond reporting, a separate report for detail for establishments with less than 50 employees is no longer delivered. This information is now included if you select the Include Detail for Establishments with Less than 50 Employees check box on the PER050 report.</p> <p>If you select the Multi-Establishment Employer option and the Include Detail for Establishments with Less than 50 Employees check box, you do not need to use the PER050A report.</p> <p>The PER050 report for EEO-1 filing is based on the primary job for selected employees and includes all the information necessary to produce the data file.</p> <p> PayForce produces a data file for filing. It is your responsibility to check with the EEOC about filing options. For more information, see web site: www.eeoc.gov/.</p>

Number	Name	Description
PER050A	EEO-1 Fewer than 50 Persons Report	<p>This report produces a data file of EEO establishments (other than headquarters units) that employ less than 50 people. The report will list the name, address, and total number of employees for each establishment with less than 50 employees.</p> <p> If you selected the Include Detail for Establishments with Less than 50 Employees check box on the PER050 report, then you do not need to use the PER050A report.</p> <p>PayForce produces a data file for filing. It is your responsibility to check with the EEOC about filing options. For more information, see www.eeoc.gov/eo1/.</p>
PER050B	EEO-1 Excluded Employees Report	<p>The PER050B lists those employees not selected for the PER050 or PER050A reports, and to make corrections, provides information to determine why the employee was not selected. This audit report does not produce a data file and is similar to PER016B. This report is used along with PER050C to reconcile the numbers from the PER050 EEO-1 report and PER050A, if used.</p> <p> Since the PER050B looks for primary job, a page listing employees who are appearing twice on the EEO-1 report, as in the PER016B report, is no longer required and therefore not provided.</p>
PER050C	EEO-1 Included Employees Report	<p>Use this report, along with the PER050B, to reconcile the numbers on the PER050 and PER050A reports. This report produces a list of employees by establishment who will be included in the reports. This audit report does not produce a data file and is similar to PER016C.</p>

Number	Name	Description
PER052	Electronic W-4 Submission Report	<p>You can print this report using the Electronic W-4 Submission report (PER052) for employees whose Federal Form W-4s are filed electronically through ADP Self Service. You'll know the Form W-4 was filed electronically if the fields on the Federal Tax Information panel in the Electronic W-4 Elections area are populated. For more information, see the <i>Employee Setup and Maintenance Guide</i>.</p> <p>The Electronic W-4 Submission report (PER052) uses the employee's most current federal tax information. If the employee filed the Form W-4 electronically, then the PER052 report will produce a hardcopy of the electronic submission. If the employee filed a paper Form W-4, then the PER052 report will indicate that the employee had not filed his/her tax information electronically.</p> <p> From the Personal Display Options area, you must have Show selected in the SSN field on the Field Display Options panel to run the Electronic W-4 Submission report (PER052). If Hide or Mask is selected from the SSN field, the PER052 report panel is grayed and unavailable. (For more information on the Field Display Options panel, see the <i>Application Administrator's Guide</i>.)</p>

Number	Name	Description
PER054	Federal Contractor Veterans' Employment Report - VETS-4212	<p>This report is required to be filed by Federal contractors and subcontractors receiving Federal contracts greater than \$100,000 and are dated on or after 12/1/03. The report is due annually, on September 30th. The Veterans' Employment and Training Service encourages electronic file submission of the report from all covered employers and requires electronic file submission if you have more than 10 establishments through their web site at www.dol.gov/vets. You should verify with the Veterans organization if you prefer to submit printed hard copy reports.</p> <p>To file via online submission, run PER054 and transfer the data from the hardcopy report to the online filing web site. To submit hard copy reports, contact the Veteran's organization. For other filing information, consult the <i>News and Information</i> section of the PayForce web site at adp4me.adp.com ~ Product Documentation and the VETS-4212 web site at www.dol.gov/vets.</p> <p> To access the PayForce guides, you must be assigned the ADP4ME User role in the ADP Security Management Service. This role is issued a digital certificate. For more information, contact your system administrator.</p> <p>This federally required report indicates the number of current and new employees who are classified as disabled veterans, recently separated veterans, other protected veterans, and armed forces service medal veterans and the breakdown of the job categories that they fill in the organization. The report lists the veteran and non-veteran status of new hires from the selected 12-month period. This report contains new reporting requirements that have not been previously requested in the VETS-100 report. Within the VETS-4212 report are two distinct areas:</p> <ul style="list-style-type: none"> • Number of Employees (Headcount as of end of report period) • New Hires (Activity during the period within and across establishments) <p> The PER054 report produces a Headquarters Unit Report and a Multiple Establishment Hiring Location (MHL) report for each active establishment. PER054 produces a hard copy report (.lis) file and a .txt file.</p>

Number	Name	Description
PER504	Organization Structure Report	Use this report before running the Build Organizational Security Report (PER505) to print the changes that PER505 will make to the Department Security table.
PER516	Workers Comp Code Update Report	This report shows updates for employees whose job code has changed. PER516 examines every employee assigned to the job code and the compensation code attached to the job code. If the values are different on the employee's job record, a new effective-dated row, based on the date of the job code change, is inserted on the employee's job record.
PER701	Department Table Report	<p>You store data about the departments in your organization in the Department Table, including departmental reporting hierarchy and security access information.</p> <p>The Department Table report lists all departments by department ID. It includes the effective date of each department, its name and location code. The Manager ID is the employee ID that appears as a default in the Manager ID fields for that department.</p>
PER702	Installation Table Report	<p>This table contains various defaults used for all PS/PayForce applications. You must set it up during installation as a base for establishing other tables.</p> <p>The report lists default values for field defaults such as: company code, minimum/ maximum standard hours, and Social Security number. It also shows whether your company allows employees to hold multiple jobs, consists of more than one company, and the last number in the automatic employee or applicant ID numbering sequence.</p>
PER704	License/Certification Table Report	The Licenses/Certification Table stores licenses and certifications. The report lists the codes assigned to each license and certification, and includes a long and short description of the entry.


Number	Name	Description
PER705	Location Table Report	This report lists each physical location by location code. Because you can effective-date locations, the report program prints all locations (past, present, and future). In addition, the report gives the location name and abbreviation, building ID, and address. It also identifies the number of hours you use to define the standard work week for each location and the establishment ID, as required for federal reporting.
PER706	Salary Grade/Step Table Report	<p>The Salary Grade Table is used to record salary ranges used by your organization. If your company also organizes its salary grades into steps, you'll define them on the Salary Step Table. If you have more than one salary plan, you may list all plans and set up separate plan codes for identification.</p> <p>The Salary Grade/Step Table report combines the information in the Step Grade Table and the Salary Step Table into a list showing all grades for each salary plan that exists in your company, and the hourly, monthly, and annual rate amount for any steps you set up.</p> <p>The grades are listed by grade code and include a description and the date the grade is effective. The report shows the minimum, maximum, and midpoint amounts for each grade and calculates hourly, monthly, and annual ranges. Steps include the effective date and rates.</p>
PER707	Company Information Report	The Company Table - General Data report contains all individual companies within your organization. Typically, you set up companies in this table when they have their own federal identification numbers. You must set up at least one company in this table.
PER709A	Job Code Table (Part 1) Report	The Job Code Table report holds the codes and descriptions for all the jobs in U.S.-based companies. The report prints a list of all job codes and the date that they become effective. It also includes the salary administration plan, grade, FLSA status, standard workweek, workers' compensation codes, EEO information, and the breakdown of job evaluation criteria points.


Number	Name	Description
PER710	Action Reason Table Report	The Action Reason Table holds the effective-dated reason codes you establish for employee job action changes. The report lists the reason codes for each job action code and arranges them alphabetically by job actions. You can verify all the information you have entered in defining the personnel action codes for your company by running and printing the Action Reason Table report (PER710).
POS003	Vacant Positions Report	This report determines and prints the budgeted, approved, and active positions that have any vacancies (according to a vacant headcount or vacant FTE status). If a job requisition number is associated with the vacant position, it too appears on the report.
TRN004	Employee Training History Report	This report prints an employee's training record. You can optionally limit the earliest date of training records retrieved. Information displayed for each learning activity taken includes: learning activity ID, description, internal/external, start date, enrollment status, grade received, and reason for taking the learning activity (such as 'Skill Enhancement' or 'Bachelor's Degree Requirement'). All learning activities for the employee are retrieved, regardless of enrollment status.
TRN010	Competency Profile Report	This report lists Competency Profile for an employee, or for employees in a particular location and/or department and/or jobcode.
UTL004	Selective Record (Table) Report	This program reports on a specified record (table) name and is used in conjunction with the On-Line Data Dictionary.
BEN014	Benefit Deductions Import Report	The Benefit Deductions Import passes employee benefit deduction information from WinFlex to standard PayForce Benefits tables. The Benefit Deductions Import report lists the employee benefit deduction changes.
BEN015	Benefits Elections Import Report	The Benefits Elections Import process passes employee elections from WinFlex to custom WinFlex PayForce Benefits tables. The Benefits Elections Import report lists the employee election changes.

Number	Name	Description
BEN018	Benefit Interface Export Report	The Benefit Interface Export passes employee demographic information from PayForce to WinFlex. The data is read from PayForce tables, and all data is exported. The Benefit Interface Export report lists details about the mapping, which can be used for troubleshooting purposes.
BEN020	Validate COBRA/HIPAA Event; Incomplete/Invalid COBRA Events Report	This report validates COBRA events and produces a report that lists the incomplete/invalid COBRA events. This process can be run multiple times prior to running the COBRA export.
BEN701	Flexible Spending Accounts Report	The Flexible Spending Accounts report provides information on the flexible spending account plans available to employees, including plans for health care and dependent care. The report lists the plan type, plan name, benefit plan ID and name, effective date, pay frequency, employer contribution, flat contribution amount, employer limit percent, employee contribution percent, and employer limit amount.
BEN702	Flat Rate Schedule Report	The Flat Rate Schedule report prints information about benefit plans where the cost of coverage for a benefit is based solely on the amount of coverage. This report lists the plan type, plan name, rate schedule ID, effective date, pay frequency, rate unit, coverage level, total premium, employee premium, employer premium, and provider premium.
BEN703	Disability Plans Report	The Disability Plans report prints information on all disability plans, such as long term or short term. This report lists plan type, plan name, benefit plan ID and name, effective date, the amount of the maximum monthly benefit, and the salary replacement percentage.
BEN704	Age Coverages Report	This report lists all rate schedules that have been defined as age-rated. It lists the effective date of the rates and rating factors such as sex and age ranges, as well as the total rate, employer rate, and employee rate for both smoker and nonsmoker.
BEN706	Provider Information Report	The Provider Information report prints information about your benefits providers, including name and address, and any groups, policies, and contact information you have defined. This report lists provider ID, effective date, provider's address, and a separate address for premium submission.

Number	Name	Description
BEN709	Benefit Plan Information Report	The Benefit Plan Information report prints an overview of your benefit plans by plan type and benefit plan name. The Benefit Plan Information report lists the following for each plan type and benefit plan combination: effective date, name, short name, provider ID and name, and default deduction code and name.
BEN719	COBRA Service Options Report	This report provides details on the COBRA services options you have defined on the COBRA Service Options panel, such as the COBRA service types you will receive from CASPro and benefit eligibility data details.
BEN720	CASPro Employer & Plan Mapping Report	This report details the mapping of the PayForce benefit plans to the corresponding CASPro plans, based on the CASPro employer identifier and qualifying criteria.

Number	Name	Description
UTL003	Run Mass Change Process	<p>PayForce gives you the ability to change data that affects many employees at once. This is also known as mass change functionality. You can perform department transfers for groups of employees within the same company; you can make pay rate changes for groups of employees; or you can perform salary grade changes, which affect all the salary grades in a salary administration plan.</p> <p>Within the Salary Planning process group, the Perform Mass Updates to Salary Plans process gives you mass change capability to transfer.</p> <p>Because running this process inserts rows of data containing the new information in the database, it is recommended that you do a database backup before you run the process. PayForce also requires an audit run before you perform the change. Be sure to review the results of the audit run before updating the database. Once you update the database, you cannot undo it. To retrieve information, you must restore old data from the database backup.</p> <p>To perform a mass change, you must have access to the JOB, EMPLOYMENT, PERSONAL_DATA, and SAL_GRADE_TBL tables.</p> <p>For more information on Mass Change functionality including how to define /modify a mass change request, selecting the specific fields you want to include in the mass change, running the Run Mass Change utility and instructions for updating the database., see the <i>Employee Setup and Maintenance Guide</i>.</p>

Number	Name	Description
UTL010	Populate Manager Table	<p>The Populate Manager Table (UTL010) utility updates the POPULATE MANAGER table by inserting all the appropriate employee IDs of managers, supervisors, or both into the PS_WS_MANAGER table allowing this data to appear as selections from the Reports-To field throughout PayForce human resource related panels. You may want to run this utility when adding large numbers of managers or supervisors or both.</p> <p>After running this utility, employee IDs from this table appear in the Hierarchy Manager panel without the Performance Responsibility and Compensation Responsibility options selected. You will need to set these options for each manager or supervisor to identify the employees a manager can access in ADP Self Service.</p> <p> Duplicates are not allowed in the PS_WS_MANAGER table. To populate the table, Managers and Supervisors must have IDs, have a status of Active, and an effective date.</p>

Number	Name	Description
UTL011	Run Export Process	<p>The Run Export panel is provided so that you can test any data mapping you have modified for the delivered export definitions. This process (UTL011) generates both a CSV file, and a LIS file which contains details about the mapping. Through the Run Export panel, you can set the level of detail you want generated into the LIS file for your own troubleshooting purposes.</p> <p> You set the generated detail through the Debug Level field on the Run Export panel. When using the debug options, the generated LIS file can become rather large and may impact processing.</p> <p>The Run Export process also allows you to use parameters to add filtering conditions at runtime without having to change the filtering criteria you defined on the Export Filter panel. The Run Export process can include counts of individual record types as well as a total record count.</p> <p>Using this process produces both a LIS file and the CSV file appropriate to the export definition that you have selected. For example, if you select the BEN018 export definition, the generated files are BEN018.CSV and BEN018.LIS. If you select the BEN019 export definition, the generated files are BEN019.CSV and BEN019.LIS.</p>
UTL012	Export Definition & Mapping Report	<p>This report provides the Export Definition settings as well as any alternate data mapping settings that you define for the Benefit interface.</p> <p>The report includes a section for each panel in the Export Definition panel group: Export Definition, Export Data, Export Details, Export Filter, and Export Parameters. You will have the option to include the Column Pick Lists, Column Translates, Data Sources, and Data Mapping settings as runtime parameters. If differences in column mapping settings exist between the defaults on the Export Definition panel and the Export Data Mapping panel settings, the variances between the two will be noted on the report. The information provided in the report allows you to fine-tune the outbound interface to accommodate your business rules as well as serves as a useful tool for preserving your changes when upgrading to later Maintenance Releases.</p>

Number	Name	Description
Payroll Reports		
ALFSG003	FSG - Pre-Qualification Audit Report	Use the Pre-Qualification Audit report to view the results of the Pre-Qualification process, which validates the information in the Pre-Qualification Request file sent from ADP Wage Garnishment. It contains the names, Social Security Numbers, and employment status, and it identifies which employee records failed the validation, for example, if an employee was terminated.
ALFSG004	FSG - Interpretation/Notification Audit Report	Use the Interpretation/Notification Audit report to view detailed information about your employees' liens for the current payroll. The report includes the employee name, Social Security Number, employee ID, payee name, payee state, payee code, lien start date, and any exceptions, such as missing information.
ALFSG005	FSG - Disbursements Audit Report	Use the Disbursement Audit report to view detailed information about the disbursements made for the current payroll. The report contains the employee's payroll information, including gross wages, disposable earnings and deductions, employee status, payee information, and so on, which ADP Wage Garnishments uses to create disbursements to the agencies or third-party payees as well as Notification letters.
ALPAY001	Pay Data Summary Report	Use the Pay Data Summary report to print summary information on pay data transactions for the pay group you select, with hours and earnings subtotals for each batch. The following information is listed for each employee: file number, name, status, batch ID, pay number, rate type, hours, and earnings. Hours and earnings are each subtotaled for regular, overtime, and other categories. Employees who are effective outside the current pay period will be flagged and a warning message printed at the end of the report.

Number	Name	Description
ALPAY002	Pay Data Detail Report	Use the Pay Data Detail report to print detailed information on pay data transactions for the pay group selected, with subtotals for each batch. Each pay entry is reported separately, with detailed information on the employee and the transaction. Hours and earnings are fully reported, with each category identified separately. Special entries, such as taxes, voluntary deductions, and memos are identified and reported separately by category. Employees who are effective outside the current pay period will be flagged and a warning message printed at the end of the report.
ALPAY02A	Special Entries/Balance Adjustments Report	This report prints special entries and balance adjustments that have been entered for the current pay period. Balance adjustments include paid time off, accumulators, and prior balances. Use this report to print detailed information for control hours, prior taxables, and accumulators for the pay group selected. Social Security numbers are printed based on the operator's security setting.
ALPAY003	Manual Check Detail Report	<p>Use the Manual Check Detail to display a detailed list of the check adjustments and reversals you have entered for a pay group. This report prints a detailed list of prepaid/void check transactions, with the following information for each check: file number, payee name, pay number, pay type, pay frequency, check number, pay begin date and pay end date . Also provided is a detailed listing of gross amount, taxes and deductions by category, and resulting net amount.</p> <p>For each job number represented by the check, the following information is provided: temp department, temp rate, and a detailed listing of hours, earnings, and memo entries. Report totals are provided for gross, net, deductions, taxes categorized by type, and hours and earnings categorized as regular, overtime, and "other." Employees who are effective outside the current pay period will be flagged and a warning message printed at the end of the report.</p>


Number	Name	Description
ALPAY004	Third Party Sick Pay Detail Report	This report provides a detailed list of third party sick pay transactions. The following information is provided for each transaction: file number, employee name, pay number, temp department, taxable and non-taxable sick pay, and a listing of taxes deducted by category. The report includes employees who were hired before the pay end date and identifies those who have pay data that will not be included with the current payroll run.
ALPAY005	Automatic Pay Cancellations Report	<p>This report provides a list of those employees whose automatic pay status has been canceled. Employees with automatic pay status include all salaried employees, and hourly employees who have a positive value for standard hours. The pay group must also be configured for automatic pay in the pay group options table.</p> <p>Cancellation of automatic pay status can occur if any of the following are non-zero: temp rate, rate code, tax frequency, special action value of F, X, or Y, temp department, shift value of 1, hours value for hourly employees, earnings value for salaried employees.</p> <p>For each employee canceled, the following information is provided: file number, employee name, status, pay number, batch ID, reason for pay cancellation, regular hours, and regular earnings totals. Only the first reason encountered for pay cancellation is printed.</p>
ALPAY006	Total Hours by Job Number Report	This report lists total hours grouped by job number. For each job number, a list of employees is provided with hours worked totaled by regular, overtime, and "other." For each employee, the following information is provided: file number, employee name, temp department, home department, status, pay number, batch ID, shift code, and hours subtotaled by category
ALPAY007	Temporary Department Report	This report lists total hours grouped by temporary department. For each temporary department, a list of employees is provided with total hours and earnings. For each employee, the following information is provided: temp department, file number, employee name, home department, status, pay number, batch ID, shift code, temp rate, total hours, and total earnings.

Number	Name	Description
ALPAY008	Salaried Employees with Hours Report	This report lists all salaried employees who have a value for hours worked. For each employee listed, the following information is provided: file number, employee name, home department, status, pay number, batch ID, and hours. Hours are fully reported, with regular, overtime, and other categories listed separately. Report totals are provided for regular, overtime, and “other” hours.
ALPAY009	Salary Change without Earnings Change Report	This report lists any active salaried employees for whom pay rate information was entered or changed during the last pay period without a corresponding earnings change. For each employee listed, the following information is provided: file number, employee name, pay number, batch ID, pay rate, and regular earnings.
ALPAY010	Active Hourly Employees without Hours Report	This report lists any active hourly employees who have no pay transactions, either because no pay data was entered or because automatic pay was canceled. For each employee listed, the following information is provided: file number, employee name, clock number, department number and, if appropriate, an indication that automatic pay was canceled.
ALPAY011	Inactive Employees with Pay Data Report	This report lists any inactive employees who have pay transactions. For each employee listed, the following information is provided: file number, employee name, status, batch ID, pay number, and hours and earnings subtotaled as regular, overtime, or “other.” Hours and earnings categories are subtotaled for each batch.
ALPAY012	Total Hours Outside of Range Report	This report lists employees who have total hours exceeding a specified value. For each employee listed, the following information is provided: file number, employee name, home department, status, rate 1 code, pay number, batch ID, and hours reported by category. Hours categories are totaled at the end of the report.


Number	Name	Description
ALPAY014	Deduction Verification Summary Report	<p>This report prints a summary list of deduction totals for each deduction code. Company code, pay group, and pay ending date are retrieved based on the pay run ID you enter. Each pay group in the pay run is processed, with one pay group printed per page.</p> <p>For each deduction code, deduction classes are printed and totaled separately. The deduction code total is then printed, and all deductions for the pay group are totaled at the bottom of the page. The deduction total for the company is printed at the end of the report.</p>
ALPAY015	Deduction Verification Detail Report	<p>This report prints a detailed deduction list for each employee, subtotaled by employee, pay group, and company. Company code, pay group, and pay ending date are retrieved based on the pay run ID you enter. Each pay group in the pay run is processed, with one pay group printed per page.</p> <p>For each employee, the following information is presented: file number, employee ID, employee name, and deduction totals. For each deduction applicable to an employee, the following information is given: plan type, deduction code, deduction class, and deduction amount. Each pay group is presented on a separate page, with the total deduction amount for the pay group. The deduction total for the company is printed at the end of the report.</p>
ALPAY016	Employee Changes Report	<p>This report lists all employee changes that have been entered since the previous pay period. The report requires a file to have been previously generated by the AutoPay process. This file should be named with the following format and should be in the BATCH/TEMP directory: PRccc.DBA, where ccc is the pay group.</p> <p>For each employee, file number, name, and employee ID are printed as a header. Each changed field is then printed in three columns on a separate line. The first column gives the field name, the second column gives the old value for the field, and the third column gives the new value. A second grouping of three columns for the next field continues across the page.</p> <p>The name for the report output file is ALPAY016_ccc.LIS, where ccc is the pay group.</p>

Number	Name	Description
ALPAY022	Retirement Services Data Import Log	<p>After the Retirement Services Import (401(k)/529) is loaded, you can generate a report on the loaded information. This report details the information at the employee level and includes the employee ID, record number, pay group, file number, name, and the deductions and goals that were loaded.</p> <p>As each Retirement Load process completes, the data loaded into the deduction tables is also stored in a report table that is used to produce the Retirement Services Data Import Log (ALPAY022). In order to only see the data loaded since the last report was run, you will want to clear the report data each time you run this report. However, if there are multiple users running this report for the same pay group, you may not want to clear the report data until all users have completed their review.</p>
ALPAY023	Pay Data/Job Differences Report	<p>Use the Pay Data/Job Differences report to identify differences between employees' pay data and job information for the shift, dept ID, and rate information. The report includes employees who were hired before the pay end date and identifies those who have pay data that will not be included with the current payroll run.</p>
ALPAY024	PTO-Current Cycle Activity Report	<p>Use this report to check for negative paid time off balances after pay data is input, and make corrections as needed before running Prepare for Transmission (PFT).</p> <p>The PTO-Current Cycle Activity Report contains the total paid time off balance for each employee along with the paid time off requested for the current pay period for each controlled hours earnings code. This includes all controlled hours entered through pay data entry, rapid pay data entry, manual checks, and imported pay data.</p> <p>Total requested hours display for each pay group/file number and each controlled hours number on a report. The report also includes total hours allowed, taken, and the current year-to-date balances. Negative balances are also included for review.</p>


Number	Name	Description
ALPAY026	Total Hours by Cost Number Report	This report lists total hours grouped by cost number. For each cost number, a list of employees is provided with hours worked totaled by regular, overtime, and “other.” For each employee, the following information is provided: file number, home cost number, employee name, status, pay number, batch ID, regular hours, overtime hours, and total hours. The information is subtotaled by category. The report includes employees who were hired before the pay end date and identifies those who have pay data that will not be included with the current payroll run.
ALPAY027	Temporary Cost Number Report	This report lists total hours grouped by temporary cost number. For each temporary cost number, a list of employees is provided with total hours and earnings. For each employee, the following information is provided: file number, home cost number, employee name, status, pay number, batch ID, temporary rate, total hours, and total earnings. The report includes employees who were hired before the pay end date and identifies those who have pay data that will not be included with the current payroll run.
ALPAY030	Pre-PFT Data Check Report	Before you run Prepare for Transmission (PFT), you have the option to check the references in the database to ensure they are valid and that no invalid links exist between tables (referential integrity). If there are errors (known as referential integrity errors), they are reported and can be corrected before committing to PFT. The pre-PFT data check reports against all referential integrity errors and places the error messages into a report which you can use for troubleshooting. The report lists the table name, file number, batch ID, pay number, entry number, transaction type, and message for each error. For more information, see the <i>Payroll Processing Guide</i> .


Number	Name	Description
ALPAY032	New Mexico Employee Termination Report	<p>This report lists terminated New Mexico employees within a specified date range. Employees that are included in this report must meet the following criteria:</p> <ul style="list-style-type: none"> • The employee must have an active file number status. • The employee must have a status of terminated, retired, or deceased within the specified date range. • The SUI tax code must be 33. • The employee cannot have an SUI/SDI tax block of B or X.
ALPAY033	Health Care Memo Report	<p>The Healthcare Cost panel automatically creates a health care cost batch for employees with active status enrolled in benefits during the selected pay periods. Employees terminated in the current pay period are included unless automatic pay is cancelled. For prior pay periods, only active employees are considered.</p> <p>If Healthcare Cost is run mid-year for all prior pay periods, prior period terminated employees are not included in the health care memo process. For the current pay period a terminated employee is only included if automatic pay is not cancelled.</p> <p> For Healthcare Cost to run correctly, on the ESS table, verify that the deduction is part of a 'selected' deduction group to process. A deduction may need to be added to the ESS Schedule and a new schedule downloaded from the mainframe and loaded into PayForce.</p> <p>From the Pay Group Selector, select the pay group with which you want to work. The week number, pay date, and period end date for the pay group reflects the information for the current pay period.</p>
ALTBL001	Payroll Pay Group Options Report	<p>This report prints information from the pay group table (PAYGROUP_TBL). Generally, this information applies to AutoPay and can be changed by the user. All pay groups are printed one per page.</p>
ALTBL002	Non-Mappable Fields	<p>This SQR reads the PSRECFIELD table and produces a report of non-mappable PayForce fields.</p>

Number	Name	Description
ALTBL003	Mappable DBA Fields Report	This SQR reads the PS_AL_DBA_FIELDS table and produces a report of mappable DBA fields.
ALTBL004	Mapper Report	This SQR reads the PS_AL_MAPPER table and prints the PayForce record and field names that map to the DBA records and field names.
ALUTL001	Copy Pay Group Tables Report	Use this utility to copy pay group specific tables (including mapped fields) from one pay group to another. Use this utility when setting up pay groups during implementation or when creating a new pay group. This would include the PayForce tables that store home department, job cost, special accumulators, memo codes and so on.
ALUTL006	Mass Change Report	This program converts all tables with a pay group and file number to new number. The program reads two text files (before change and after change) and changes the pay group and/or file number program.
ALUTL007	Local Tax Code Mass Change Program Report	The Local Tax Code Mass Change Program (ALUTL007) makes changes to the PayForce database when a local taxing authority changes tax rates resulting in a change in the local tax code, but does not require a file number change. The tax code change is implemented on AutoPay by your ADP consultant.
ALUTL011	Rehire Logically Deleted Employee Report	This program asks for the pay group, file number, employee ID, and date, and then resets the file number to activate and create shadow table records for the file number. The report that is generated displays the types of records that are found as a result of running the program.
ALUTL012	Changes Report	This report allows you to view and print the employee data that is available for synchronization between PayForce and AutoPay.

Number	Name	Description
ALUTL013	Masterfile Differences Report	<p>This utility reports the specific differences between the AutoPay masterfile (DBA file) and the corresponding fields on the PayForce database.</p> <p>You should use the report periodically to determine that there are no concurrency or synchronization problems between the PayForce database and AutoPay. Specific differences between the two databases are highlighted on the report, with an appropriate explanatory message (for example, “Deduction Code not found in PayForce database”).</p> <p>This procedure can be used as an alternative to using the Employee and Field Selection panel.</p> <p> XX displays for a state if the address is a foreign address (not U.S. or Canada).</p> <p>After you transmit a payroll and it processes on the AutoPay mainframe, request a DBA download file from your AutoPay consultant. You must run Step 1: Start New Payroll Cycle prior to running the ALUTL013 utility so that it will properly compare only data that has been transmitted.</p>
ALUTL015	Payroll Table Comparison Report	Run the Payroll Table Comparison report to ensure that pay groups with employee transfer activity are standardized.
ALUTL021	Pay Group/Employee Synchronization Report	Use the Pay Group/Employee Synchronization (ALUTL021) utility to update and recalculate changes to the pay frequency for a pay group; the updated information is recalculated for the entire pay group.
ALUTL023	Populate Work Location Tax Default Report	Use the Populate Work Locations Tax Default Report (ALUTL023) utility after you have set up all the work location codes, state, SUI, and local tax codes, to pre-load the Work Location Tax Defaults panel with any work location codes that have a matching state setup for the pay group. A report is produced that displays a list of location code records.

Number	Name	Description
ALUTL026	Delete Check/YTD/Deduction Calculation History Report	The Delete Check/YTD Balances/Deductions (ALUTL026) task allows you to delete deduction calculation, year to date, and check detail history from your database. You must first run the process as an audit so that you can verify the results before applying the deletions. Once you have completed a successful deletion in audit mode and verified the results, you can run the process to update your database.
ALUTL027	Salaried Employee Proration Report	<p>When a salaried employee is hired, rehired, on-leave, or terminated, you can run the Salaried Employee Proration utility (ALUTL027) to cancel automatic pay and additional partial pay amounts in Pay Data Entry. You can choose to run the Salaried Employee Proration report for this process on-demand (manually) or automatically by using the Schedule button and setting a schedule in the Process Monitor.</p> <p>This process automatically cancels automatic pay and pays the salaried employee for only the number of days worked within that current pay period. In addition, ALUTL027 identifies all changes for an employee in a specified date range.</p>

Number	Name	Description
ALUTL033	Paid Time Off Fraction Calculation for Qualified Events Report	<p>Use the Benefit Fraction Report (ALUTL033) to automatically calculate the paid time off benefit fraction based on the number of days worked and the actual number of days in the pay period. The benefit fraction is calculated using a generic process that identifies employees who have had an event causing them to work less than a full pay period in the current pay cycle. This process calculates the number of actual days in the current pay period and the days the selected employees, salary or hourly, worked in the pay period using the process below. The paid time off fraction is added to the pay data entry batch for the selected employees on the next payroll processing. It is used to reduce the number of accrued hours by the fractional amount entered for the current payroll only. For more information, including qualifying employees, qualifying events, and determining the number of days in the current pay cycle, see the <i>Payroll Processing Guide</i>.</p> <p> Only employees with a qualifying event having an effective date falling within the current pay period are included. Therefore historical or future dated events are not included. Rate changes are not counted as a qualifying event.</p> <p>You can choose to run the PTO Benefit Fraction Report (ALUTL033) report for this process on-demand (manually) or automatically by using the Schedule button and setting a schedule in the Process Monitor.</p>
ALWGP001	WGPS Termination Letter	This report prints the WGPS Termination letter, which notifies the Payee that the employee no longer works for this company.
ALWGP002	Payee Report	This report prints a standard report on payee information from the AL_PAYEE_DATA table.

Number	Name	Description
PAY701	Bank Table Report	<p>You can verify the information you have entered in the system for the Bank Account task by running and printing the Bank Table report (PAY701). The report lists each bank by transit number.</p> <p> The display of the Bank Transit Number depends on the operator's profile setting. The operator profile will be one of the following:</p> <ul style="list-style-type: none"> • Show - display entire number • Mask - display partial numbers (xxxxx1234) • Hide - do not display numbers (xxxxxxxxxx) <p>For information on setting the operator's profile, see the <i>Application Administrator's Guide</i>.</p> <p>For each bank there is a long and short bank name description, an address, and the deposit medium (tape, diskette, or report). The report also shows the waiting period for direct deposits after sending a pre-note test.</p>

Number	Name	Description
Administration Reports		
AUD001	Audit Report	<p>PayForce provides auditing for a number of records in the system, including the majority of those required for handling employee data. PayForce enables you to select the specific audit parameters you want displayed in the audit report. Available parameters are as follows:</p> <ul style="list-style-type: none"> • Database tables (must select at least one) • Origin of change (must select at least one) <ul style="list-style-type: none"> – PayForce desktop – Message agent – Database agent • Transaction date • Output options <ul style="list-style-type: none"> – Show translate values – Sort by Operator who made change – Sort by Employee whose data changed • Changes by Operator/Class (must select at least one) • Changes to employee (must select at least one)
AUD002	Employment Actions Audit Report	<p>The Employment Actions Audit report produces a quick audit report on pay rate changes, new hires, rehires, and terminations, as well as employee transfers. This task lets you specifically indicate the employment actions that you want to audit and differs from the Payroll Audit Report (AUD001a) which lets you audit by selecting to include database table names.</p>
AUD003	Profile Definition Audit Report	<p>The Profile Definition Audit report displays database agent changes, message agent changes and terminations.</p>

Number	Name	Description
UTL007	Operator Security Profile Report	<p>The Profile report lists a profile or a class profile. The user can specify which profiles, classes, and types of information are included in the report. Options available for specifying the report output are as follows:</p> <ul style="list-style-type: none"> • Profile – Include information about the type of profile (individual or class), the class to which the profile belongs, the employee ID associated with the profile, and so forth. • System Access – Include information about sign-on times. • Task Access – List the tasks and panels the profile can access. • Department Access – List the departments the profile can access. • Reporting and Process Scheduling – Include information about reporting authorizations, process scheduler security defaults, and profile group authorizations. • Show Class Info for Profiles Belonging to a Class – By default, information printed about a profile will refer you to the class to which it belongs. If you want the entire security profile printed for each profile that belongs to a class, then select this option. • Profiles and Classes – Select the profiles and/or classes to be included in the report.

Number	Name	Description
UTL012	Export Definition & Mapping Report	<p>The Export Definition & Mapping Report provides the Export Definition settings as well as any alternate data mapping settings that the user defines for the Benefit interface in .CSV format. The Export Definition & Mapping Report includes a section for each tab that exists in the Export Definition panel group: Export Definition, Export Details, and Export Filter. The user will have the option to include the Column Pick Lists, Column Translates and Data Mapping settings as runtime parameters. If differences in column mapping settings exist between the defaults on the Export Definition and the Export Data Mapping settings, the variances between the two will be noted on the report.</p> <p>The information provided in the Export Definition & Mapping Report allows you to fine-tune the outbound interface to accommodate your business rules, as well as serves as a useful tool for preserving your changes when upgrading to later Maintenance Releases.</p> <p>The report samples in this guide display error reports for the WinFlex Demographic Export report (BEN018).</p>
UTL018	InfoLink Initial Load and Sync Report	<p>The InfoLink Initial Load and Sync (UTL018) utility is for ADP hosted clients using the ADP InfoLink Data Exchange and the ADP Self Service applications. This utility allows you to load all employee data from PayForce to iSI Registry, ADP Self Service, ADP <i>VirtualEdge</i> Professional and, if applicable, ADP Benefit Services.</p> <p>The InfoLink Load and Sync (UTL018) utility allows you to send all employee data from PayForce to iSI Registry, ADP Self Service, ADP <i>VirtualEdge</i> Professional, and, if applicable, ADP Benefit Services. The download of employees' data from PayForce to ADP Benefit Services is on a one message per employee basis. Such a sync can potentially make for a large volume of messages. Viewing a large number of messages with the Message Monitor can sometimes be inefficient.</p>
UTL019	Profile Access Report	<p>The Profile Access report provides the profile ID, class, employee ID, employee name, and the level of task access they have to the panels provided in the Profile task. Additionally, the report indicates if the panels are enabled or disabled for the profile.</p>

Index

A

Above-Maximum Analysis Report	2-28	ALPAY016	3-45
Action Reason Table Report	2-99	ALPAY020	3-49
Activate Employee FLSA Overtime Report	3-99	ALPAY021	3-53
Active Hourly Employees Without Hours Report	3-35	ALPAY022	3-57
ALFSG003	3-5	ALPAY023	3-59
ALFSG004	3-7	ALPAY024	3-61
ALFSG005	3-9	ALPAY026	3-63
ALPAY001	3-11	ALPAY027	3-65
ALPAY002	3-13	ALPAY02A	3-17
ALPAY003	3-19	ALPAY030	3-67
ALPAY004	3-23	ALPAY032	3-69
ALPAY005	3-25	ALPAY033	3-71
ALPAY006	3-27	ALTBL001	3-73
ALPAY007	3-29	ALTBL002	3-75
ALPAY008	3-31	ALTBL003	3-77
ALPAY009	3-33	ALTBL004	3-79
ALPAY010	3-35	ALTBL005	3-81
ALPAY011	3-37	ALTBL006	3-83
ALPAY012	3-39	ALUTL006	3-87
ALPAY014	3-41	ALUTL007	3-89
ALPAY015	3-43	ALUTL011	3-91
		ALUTL012	3-93
		ALUTL013	3-95

ALUTL015 3-97
 ALUTL018 3-99
 ALUTL021 3-101
 ALUTL023 3-103
 ALUTL026 3-105
 ALUTL027 3-107
 ALUTL033 3-109
 ALWGP001 3-111
 ALWGP002 3-113
 AUD001 4-3
 AUD002 4-9
 AUD003 4-13
 Audit Report 4-3
 Automatic Pay Cancellations Report 3-25

B

Bank Table Report 3-115
 Batch Archive Directory 1-9
 Batch Directory 1-9
 Below-Minimum Analysis Report 2-26
 BEN014 2-5
 BEN015 2-7
 BEN020 2-9
 BEN706 2-14
 BEN717 2-16
 BEN719 2-18
 BEN720 2-20
 Benefit Deductions Import Report 2-5
 Benefit Plans Information Report 2-16
 Benefits Elections Import Report 2-7

C

Case Sensitive field 1-15
 CASPro Employer & Plan Mapping Report 2-20

Chapters
 using 1-18
 CMP001 2-22
 CMP003 2-24
 CMP004 2-26
 CMP005 2-28
 Cobra Services Option Report 2-18
 Command-Line Flag for a Single SQR A-6
 Command-Line Flag for all SQRs A-4
 Command-line flag format
 specifying A-3
 Comments
 providing for this guide xvii
 Company Information Report 2-95
 Compensation Responsibility option 2-107
 Competency Profile Report 2-103
 CSV option 1-10
 Current Compa-Ratio Analysis by Salary Plan, Grade, and Job
 Report 2-24
 CVS file 1-5

D

Deduction Report 3-81
 Deduction Verification Report 3-53
 Deduction Verification Summary Report 3-49
 Delete Check/YTD/Deduction Calculation History Report 3-105
 Delete Report button 1-11
 Department Table Report 2-87
 Differences Selection Report 3-93
 Documentation
 providing comments xvii
 related guides xvi
 Documentation conventions xiv

E

Earnings Report 3-83
 EEO Excluded Employees Listing Report 2-44
 EEO-1 Establishment List - Fewer than 50 Persons Report 2-42
 EEO-1 Excluded Employees Report 2-77
 EEO-1 Fewer than 50 Persons Report 2-75
 EEO-1 Included Employees Report 2-46, 2-79
 EEO-1 Report 2-71
 EEO-1 With Fewer than 50 Persons Detail Report 2-48
 Electronic W-4 Submission Report 3-121
 Emergency Contacts Report 2-34
 Employee Birthdays Report 2-30
 Employee Profile Report 2-52
 Employee Training History Report 2-101
 Employees Missing Birth Date Report 2-69
 Employment Actions Audit Report 4-9
 Equal Employment Opportunity Employer Information Report
 EEO-1 2-38
 Export Definition & Mapping Report 4-29

F

Family and Medical Leave Report 2-59
 Federal Contractor Veterans' Employment Report - VETS-4212 2-83
 File Name field 1-11
 File Viewer 1-12
 File Viewer buttons and keystrokes 1-13
 expand visible page to full size 1-13
 expand visible page to height of window 1-14
 expand visible page to window width 1-14
 go to first page 1-13
 go to last page 1-14
 go to specific page 1-14
 move to next page 1-13
 move to the previous page 1-13
 pan in a direction 1-13

File Viewer buttons and keystrokes (cont)
 print 1-13
 search 1-13
 search again 1-13
 show expanded view of page 1-13
 word wrap 1-13
 File Viewer print button 1-16
 File with extension field 1-7, 1-10, A-2
 Find field 1-15
 Flat Rate Schedule Report 2-12

G

Generated files
 printing 1-16
 searching 1-15
 viewing 1-8
 Generating a report 1-6
 Guides
 see Documentation

H

Health Care Memo Report 3-71
 HTM 1-10

I

Inactive Employees With Pay Report 3-37
 InfoLink Initial Load and Sync 4-31
 InfoLink Initial Load and Sync Report 4-31
 Installation Table Report 4-18

J

Job Code Table (Part 1) Report 2-97

L

License/Certification Table Report 2-89
 Lien Termination Letter 3-111
 LIS format 1-5
 LIS option 1-10
 Local 3-89
 Local Tax Code Mass Change Program Report 3-89
 Location Table Report 2-91
 LOG option 1-10
 Logically Deleted Rehire Report 3-91
 Look in field 1-7, 1-10

M

Manual Check Detail Report 3-19
 Mappable DBA Fields Report 3-77
 Mapper Report 3-79
 Mass 3-87
 Mass Change Report 3-85, 3-87
 Masterfile Differences Report 3-95
 Messages
 report notification 1-7

N

New Mexico Employee Termination Report 3-69
 New Name field 1-10
 Non-Mappable Fields Report 3-75

O

Occupational Injury/Illness Log - OSHA 200 Report 2-50
 Operator Definition Audit Report 4-13
 Operator Profile Access Report 4-33
 Operator Security Profile Report 4-22
 Organization Structure Report 4-16

OSHA 300 Log Report 2-63
 OSHA 301 Incident Report 2-65
 Output samples A-9

P

Paid Time Off Fraction Calculation for Qualified Events Report 3-109
 Pay Data Detail Report 3-13
 Pay Data Summary panel
 illustration of 1-6
 Pay Data Summary Report 3-11
 Pay Data/Job Differences Report 3-59
 Pay Group/Employee Synchronization Report 3-101
 PAY701 3-115
 Payee Report 3-113
 PayForce standard reports
 introducing 1-2
 Payroll Employee Changes Report 3-45
 Payroll Pay Group Options Report 3-73
 Payroll Table Comparison Report 3-97
 PDF format 1-5
 PDF option 1-10
 PDF output
 issues A-8
 PER002 2-30
 PER003 2-32
 PER004 2-34
 PER010 2-36
 PER016 2-38
 PER016A 2-42
 PER016B 2-44
 PER016C 2-46
 PER016D 2-48
 PER018 2-50
 PER026 2-52
 PER031 2-55

PER032 2-59
 PER033 2-61
 PER035 3-117
 PER036 3-119
 PER040 2-63
 PER041 2-65
 PER042 2-67
 PER048 2-69
 PER050 2-71
 PER050A 2-75
 PER050B 2-77
 PER050C 2-79
 PER052 3-121
 PER054 2-83
 PER504 4-16
 PER701 2-87
 PER702 4-18
 PER704 2-89
 PER705 2-91
 PER706 2-93
 PER707 2-95
 PER709A 2-97
 PER710 2-99
 Performance Responsibility option 2-107
 PFT Deduction Mover - Detail Report 3-43
 PFT Deduction Mover - Summary Report 3-41
 Populate Manager Table 2-107
 Populate Work Location Tax Defaults Report 3-103
 Prefix
 identifying reports 1-2, 1-3
 Pre-PFT Data Check Report 3-67
 Print dialog box
 illustration of 1-16
 Print Report button 1-11
 Printing
 generated files 1-16

Printing reports 1-16
 Printing this guide -xiii
 Provider Information Report 2-14
 Providing comments -xvii
 PTO-Current Cycle Activity Report 3-61

R

Related documentation -xiv, -xvi
 Rename button 1-10
 Rename dialog box
 accessing 1-10
 illustration of 1-10
 Report
 search again 1-15
 Report (LIS) check box A-2
 Report (PDF) check box A-2
 Report notification 1-7
 Report of Organization Worksheet Report 2-61
 Report Outputs buttons
 delete 1-8
 open 1-8
 open (local) 1-8
 print 1-8
 rename 1-8
 save as 1-8
 Report Outputs dialog box
 accessing 1-9
 illustration of 1-9
 Report Outputs opening 1-9

 Report Outputs selection from Desktop menu bar
 illustration of 1-9
 Report Outputs toolbar buttons 1-8
 Report Search button 1-15

Report task in task manager
 illustration of 1-4

Reports

CSV file 1-5
 generating 1-4
 LIS format 1-5
 PDF format 1-5
 printing 1-16
 searching 1-15
 selecting directory 1-7
 selecting file type 1-7
 viewing 1-8
 illustration of 1-12

Retirement Services Data Import Log 3-57

Run Export Process 2-109

Run Mass Change Process 2-105

Run Report button 1-6

S

Salaried Employee Proration Report 3-107

Salaried Employees With Hours Report 3-31

Salary Change Without Earnings Change Report 3-33

Salary Grade/Step Table Report 2-93

Salary Structure Report 2-22

Save dialog box

illustration of 1-11

Search again field 1-15

Search dialog box

illustration of 1-15

Selective Record (Table) Report 4-20

Sources A-11

Special Entries/Balance Adjustments Report 3-17

SSN - File Create Report 3-117

SSN - File Received Report 3-119

State and Local Government Information - EEO-4 Report 2-55

Summary of Cases, Days, and Incidents Report 2-67

T

Temporary Cost Number Report 3-65

Temporary Department Report 3-29

Text File (CSV) check box A-2

Third Party Sick Pay Detail Report 3-23

Toolbar buttons

File Viewer

expand to full size 1-13

expand visible page to height of window 1-14

expand visible page to width of window 1-14

go to first page 1-13

go to last page 1-14

go to specific page 1-14

move to next page 1-13

move to previous page 1-13

pan in direction 1-13

print 1-13

search 1-13

search again 1-13

show expanded view 1-13

word wrap 1-13

Report Outputs

delete 1-8

open 1-8

open (local) 1-8

print 1-8

rename 1-8

save as 1-8

Total Hours by Cost Number Report 3-63

Total Hours by Job Number Report 3-27

Total Hours Outside of Range Report 3-39

TRN004 2-101

TRN010 2-103

Turnover Rate Report 2-36

U

User Directory 1-9

UTL003 2-105

UTL004 4-20

UTL007 4-22

UTL010 2-107

UTL011 2-109

UTL012 4-29

UTL018 4-31

UTL019 4-33

V

Validate COBRA/HIPAA Events Report 2-9

View reports 1-8

W

What you'll find in this guide xii

Y

Years of Service Report 2-32

