



Listed below is a chart detailing all the reports available to users to the Questco Portal with full administrative access. Other access levels will have limited availability to the reports. The PRISM Report Category will indicate the section they are located under in the reports tab. Also notated is a short description and the fields they contain.

We hope you find this helpful. As always, please reach out if you have any questions or need any assistance with your reporting needs.

Report Name	Prism Report Category	Description	Content Fields
<b>Benefits</b>			
Benefit Billing Detail Report	HR	Lists Benefit Plans And Billing Details	Plan Description, Plan ID, EE Name, Emp ID, Amount Billed, EE Deduction, Net-Amount Billed.
Employee Dependents Report	HR	Listing Of Employees' Dependents Contact Information	EE Name, EE ID, Dependent Names, Relationship, Dependent DOB, Dependent Age, Dependent Gender.
Employee Elections Report	HR	Listing Of Retirement Elections	EE Name, EE ID, Age, Pre-Tax Percent/Amount Extra, Catch-Up Percent/Amount, Roth Percent/Amount Extra, Roth Catch-Up Percent/Amount, Post-Tax Percent/Amount, Key EE, High Comp, Effective Date, Enrollment Date, Match Date.
Employee Retirement Loans	HR	Listing Of Employee Retirement Loans	EE Name, EE ID, Loan Number, Loan Date, Loan Amount, Pay-Back Amount, Deduction Start Date, Payment Amount, Paid Amount, Balance.
PYTD Retirement Contribution Summary	Payroll	Listing Of Employee's Retirement Contribution By Year	EE Name, EE ID, Plan ID, Pre-Tax Contribution, Roth Contribution, Post-Tax Contribution, ER Match Contribution, ER Non-Elective Contribution.
Retirement Contribution Register	Payroll	EE And ER Retirement Contribution Amounts	EE Name, EE ID, Plan ID, Qualified Earnings, Pre-Tax Contribution, Catch Up Contributions, Roth Contributions, Roth Catch Up, Post-Tax Contributions, Loan Payment, Employer Match, Non-Elective Match, Safe Harbor (1) Match, Safe Harbor (2) Match.

Report Name	Prism Report Category	Description	Content Fields
Retirement Matching Percent Report	HR	Listing Of Employee's And Employer's Retirement Information	EE Name, EE ID, Department, Location, Hours Worked, Gross Wages, Eligible Compensation, Roth + Elective Percent, Pre-Tax + Catchup, Roth + Catchup, Employer Match, Current Percentage.
<b>PTO</b>			
Employee PTO Detail	HR	Information About Paid Time Off	EE Name, EE ID, Register Type, Start Date, Accrued Through, Yearend Date, Plan, Carryover, Accrued, Used, Available, Date Taken, Day Taken, Reason, Hours Used, Location, Accrual Level, Department, Buyback Amount, Hourly Rate, Pay Group.
Pay Period PTO	Payroll	PTO By Payroll And Year To Date	EE Name, Accrued Thru, Year Ending, Plan Description, Accrual Rate, Carry Over, Pay Period Accrued, Pay Period Used, Year To Date Accrued, Year To Date Used, Balance.
PTO Approval Report	HR	Listing Of Approved PTO	EE ID, EE Name, Leave Status, Type, Leave Start, Leave End, Hours Requested, Hours Available, Approver, Approval Status, Approval Date/Time.
<b>Human Resources</b>			
Emergency Contact Report	HR	Listing Of Employees' Emergency Contact Information.	EE Name, EE ID, Contact Name, Contact Relation, Contact Information, Type.
Employee Address Report	HR	Listing Of Employees' Residential And Mailing Addresses.	EE Name, EE ID, Resident Address, Mailing Address.
Employee Age Report	HR	Listing Of Employees	EE Name, Position/Job Title, Date Of Birth, Age.
Employee Anniversary Report	HR	Provides A Listing Of Employees' Employment Dates	Last Month (Month EE Last Hired), Hire Day, EE Name, EE ID, Hire Date, Seniority Date, Years Of Service.
Employee Birthday Report	HR	Listing Of Employees' Birth Date Information.	EE Name, Birth Date.

Report Name	Prism Report Category	Description	Content Fields
Employee Census Report	HR	Listing Of Employees' Census Information	ID Number, Status, Birth Date, Age, Marital Status, State, Gender, Last Hire Date, Original Hire Date, Term Date, Annual Pay.
Employee Change Report	HR	Listing Of Changes In Employees' Employment Status	EE Name, EE ID, Change Date, Change Description, Changed From, Changed To.
Employee Contact Information	HR	Listing Of Employees' Contact Information.	EE Name, EE ID, Work Phone, Work Extension, Home Phone, Cell Phone, Personal Email Address.
Employee Department	HR	Lists Employees By Department	Dept Code, Dept Name, Location, EE ID, EE Name, Job Title, Status, Ee Type.
Employee Event Codes	HR	Listing Of Events Per Employee	Action Date, Event Code, Event Description, EE ID, EE Name, Event Date, Comment.
Employee Hours by Active Weeks	HR	Employee Work Hours By Week	EE Name, EE ID, Hire Date, Pay Method, EE Type, Location, Division, Dept, Position, Work State, Hours Worked, Active Days, Average Per Week.
Employee ID Report	HR	List Employee IDs	EE ID, EE Name, Position, Location, Dept.
Employee Master	HR	Detailed Information About Employees	Contact And Personal Information, Employment Details, Compensation And Tax Filing Information, Benefit Elections, Paid Time Off, Dependent And A Year-To-Date Summary.
Employee Name	HR	Listing Of Employee's Work Information	EE Name, EE ID, Position, Location, Department, EE Number, Shift, Last Hire Date.
Employee New Hire	HR	Listing Of Employees Based On Their Hire Date	Includes Hire Date, EE ID, EE Name, Position, Seniority Date, Pay Method, Hourly Rate, Salary, Annual Pay.
Employee Property	HR	Property Information	EE Name, EE ID, Property Code, Description, Serial Number, Value, Date Issued, Date Returned, Comments.
Employee Ranked Service	HR	Listing Of Employees And Their Years Of Service	Years Based On Report Effective Date, Last Hire Date, EE ID, EE Name, Job Title.

Report Name	Prism Report Category	Description	Content Fields
Employee Skills	HR	Listing Of Recorded Skills	EE ID, EE Name, Skills Code, Skills Description, Level, Comment, Last Date Certified, Renewal Date.
Employee Supervisor	HR	Listing Of Employees' Supervisor Information	EE Name, EE ID, Supervisor Name, Supervisor Position.
Employee Terminations	HR	Listing Of Employee Terminations	EE ID, Termination Date, EE Name, Department/Location, Division, Termination Reason, Hire Date, Annual Pay, Years Of Service.
Employee Test Results	HR	Listing Of Employee Test Results	EE ID, EE Name, Height, Weight, Last Audio Test Date, Last Audio Test Result, Next Audio Test Date.
Employee With Status As of Date	Payroll	Location, Employee Name, Status, Type, Birth Date, Original Hire Date, Annual Pay	Active, Termed With COBRA, Inactive, Leave Of Absence, Non-Emp/Supervisor, Pending, Rehire, Sever/Paid EE, Terminated, Workers Comp Leave, As Of Date.
Ranked Salary	HR	Listing Of An Employee's Salary Information	EE Name, EE ID, Annual Salary, Unit Rate, Position, Department.
Reviews Due by Month	HR	Listing Of When An Employee Is Due For A Review	Date, EE ID, EE Name, Position, Pay Period, Pay Method, Hourly Rate, Salary, Annual Pay, Date Completed.
Salary As Of	HR	Listing Of Employee Salary Information	EE Name, EE ID, Annual Salary, Unit Rate, Position, Department, Effective Date.
Statistics by Position	HR	Statistics Per Job Position	Position Code, Position Title, Head Count, Average Rate, Average Annual Salary, Total Annual Salary.
Batch Register Report	Payroll	Detailed Information Per EE	EE Name, Address, Title, Status, Type, EEO, EE ID, Dept, W/C, FLSA, Pay Grade, Salary, Hire Date, Term Reason, Review Date, EE Number, Gender, DOB, Tax Filing Info, Tax Filing Status, Additional, DD Account, Tran/ABA, Check/Sav, \$/%, Earnings Type, Current Amount, MTD, QTD, YTD, Deduction Type, Current MTD, QTD, YTD, Disbursement Voucher Number, Check Number, Check Amount, Dd Amount, PTO Description, Carry FWD, Accrued, Used, Balance, Grand Total EE Count.

Report Name	Prism Report Category	Description	Content Fields
<b>Payroll</b>			
Calculate Checks Report	Payroll	Listing Of Employee's Details From The Payroll Voucher	EE Name, EE ID, EE SSN, Earnings, Pay Code/Type, Department, Position, Rate, Hours, Amount, Deductions Code, Amount, Taxes Description, Amount, Net Pay Type, Net Amount, Benefits Plan ID, Amount.
Certified Payroll Report	Payroll	Certified Payroll Details	Week Ending Date, Project Code.
Create Client Accounting Download	Payroll	Client GL Summary	EE Name, Pay Code, Pay Code Description, Pay Rate.
Deduction Code Detail	Payroll	Employee's Deduction Information	Deduction Code, Deduction Description, EE ID, EE Name, Pay Date, Check Number, Voucher Number, Amount.
Deduction Code Summary	Payroll	Deductions Along With The Deduction Taken For A Single Payroll Or Date Range	Deduction Code, Deduction Description, Division, Amount.
Deduction Register	Payroll	All Payroll Deductions And The Amount The Employer Contributes	EE ID, EE Name, Deduction Code, Benefit Plan, EE Amount, ER Amount, Total Amount, Retained Amount, Returned Amount, Monthly Premium EE, Monthly Premium ER, Check Number, Sub Totals, Report Total.
Employee By Location Within Pay Group	Payroll	Employee By Location	Pay Group.
Employee Direct Deposit Report	Payroll	Direct Deposit Information	Payroll Number, Deposit Types.
Employee Hours by Month	Payroll	Hours Paid And Worked By Month	Year, Month No., EE ID, Division, Department, Location, Project, Position, Shift.
Employee Loans	Payroll	Listing Of Employees' Loans	EE Name, EE ID, Loan Number, Loan Date, Loan Reason, Deduction Frequency, Pay Back Amount, Paid To Date, Balance.

Report Name	Prism Report Category	Description	Content Fields
Employee Override Rate	Payroll	This Is For Position Override Rates And Pay Rate Overrides. If An Employee Uses More Than One Position At Two Different Rates Or Is Paid Different Rates For Different Pay Codes.	EE, Pay Code, Pay Code Description, Pay Rate.
Employee Pay Rate Report	Payroll	Lists EE Pay Rates As Of A Particular Date	EE ID, EE Name, Hire Date, Effective Date, Hourly Rate, Standard Hours, Annual Wages, Pay Method.
Employee Scheduled Payments	Payroll	Shows Scheduled Recurring Payments Such As Cell Phone Reimbursements	EE Name, EE ID, Pay Code, Pay Description, Start And End Dates, Deduction Period, Payment Status, Amount, Add To 401k, Move To T/S, Dept, Loc, Div.
Employee Voucher	Payroll	Employee's Voucher Information	Pay Date, Period Start Date, Period End Date, Regular Hours, Premium Hours, Gross Pay, Reimburse Amount, Gross Earned, Federal Tax, FICA, State Tax, Other Taxes, Payroll Deductions, Net Pay, Weeks Worked.
Fax Back Report	Payroll	Time Sheet Breakdown Of Employee Reported Hours By Type And Deductions Codes With Amounts	Payroll Number, Do Not Show Anything Except Hourly/Salary, Show Pay Rates As Hourly Rates, Show Pay Rates As Hourly Or Salary Based On EE, Show Hourly Pay Rates ONLY, Based On EE, Do Not Show Anything About Pay Rates At All, Location, Fax Back Header Notes, Fax Back Memo.
Gross-To-Net Register	Payroll	Pay For All Pay Codes And A Summary Of The Voucher	EE ID, Last Name, First Name, Middle, Division, Department, Location, Project, Position, Code, Description, Type, Hours, Units, Rate, Hours Paid, Unit Paid, Amount Paid, Summary For Voucher Or Voucher Number, Pay Date, Gross Pay, Expenses, Gross Earnings, Deductions, Taxes, Net Pay.

Report Name	Prism Report Category	Description	Content Fields
Labor Distribution Report	Payroll	Employee Hours And How The Hours Are Distributed	Dept Code, EE ID, EE Name, Regular/Salary, Overtime, Tips, Sick, Vacation, Reimburse, Wages, Bonus, Pay Total.
Overtime Report	Payroll	Employees With Overtime	Home Division, Home Department, EE ID, EE Name, Location, Project, Shift, Batch Overtime, YTD Overtime, YTD Regular, YTD Gross.
Paid to Date Pay Register	Payroll	Incremental Payroll Totals	Pay Code, EE ID, EE Name, M-T-D Hours/Units, MTD Pay Amount, Qtd Hrs/Units, Qtd Pay Amount, YTD Hrs/Units, YTD Pay Amount.
Pay Code Detail	Payroll	Employees Pay Information By Pay Code	Pay Code, Pay Description, EE ID, EE Name, Pay Date, Check Number, Voucher Number, Amount Paid, Hours.
Pay Code Summary	Payroll	Summarized Listing Of Pay Codes & Employees Paid By That Pay Code	Pay Code, Pay Description Amount Paid, Hours.
Pay Schedule Report	Payroll	Pay Schedule	Pay Group, Starting Pay Date, Ending Pay Date.
Payroll Check Journal	Payroll	Payroll Check Details	Sort By, EE Name, Pay Method, Check/Deposit, Check Number, Check Date, Period Start, Period End, WC Class, EE ID, Net Pay, Pay Description, Hours/Units, Pay Rate, Amount, Deduction Description, Amount, Contribution Description, Amount.
Payroll Cost Report	Payroll	Displays Employee Payroll Cost	Dept Code, EE ID, EE Name, WC Class, Regular Hours, OT Hours, Other Hours, Gross Earnings, Payroll Deduct, Reimburse Per Diem, Standard Pay Rate.
Payroll Disbursement	Payroll	Payroll Amount In Both Deposited And Check Form	EE Name, EE ID, Pay Date, Deposit Amount, Check Amount, Check Number.
Payroll Register	Payroll	Listing Of Each Payroll Check	EE Name, Address, Title, Status, Type, EEO Class, EE ID, Dept, WC Class, FLSA, Pay Grade, Salary, Hire Date, Term Date, Review Date, EE Number, Gender, DOB, Tax Filing Info, Direct Deposit Info, Earnings Info, Deductions Info, Disbursements Info, PTO Info, Grand Total, Total EE Count.

Report Name	Prism Report Category	Description	Content Fields
Payroll Register Report (Legacy)	Payroll	Listing Of Each Payroll Check	Pay Number, Pay Date On Or After, Pay Date On Or Before, Department, Project, Division, Shift, Location, EE ID.
PEO Client Accounting G/L Detail Report	Payroll	Report Detailing The Client GL Activity By Date Range	Voucher Number, Invoice Number, Client Name, EE Name, GL Code, Debit Amount, Credit Amount.
PEO Client Payroll Accounting Report	Payroll	Journal Accounting Report	Journal ID, Pay Date, GL Account Number, Debit Amount, And Credit Amount.
Time Sheet	Payroll	EE's Total Pay Amount	EE Name, EE ID, Charge Date, Dept, Pay Code, Pay Description, Position, Shift, Hrs/Units Paid, Hrs Worked, Hourly Rate, Paid Amount, Deduction Code 1,2,3, And Grand Total.
Unpaid Employees Report	Payroll	Report Of Unpaid Employees	Department, EE ID, EE Name, Gross Pay, Deductions, Net Pay, Check Number, Check Date, Benefits Y Or N, EE Status Class.
WH347 Report	Payroll	Used To Complete The US Dept Of Labor WH347 Certified Payroll Form	Week Ending Date, Project Code, Payroll Number.
<b>Administration/Operations</b>			
Course Codes	Company	Displays All Types Of Courses That Are Entered Into The Questco Portal.	Course Code, Course Description, In House, Cost Per Student, Offered By, Regularly Scheduled, Schedule.
Data Retriever	Company	Create Custom Report	Select The Data Fields Needed For Your New Report.
Department Codes	Company	Displays All Types Of Departments That Are Entered Into The Questco Portal.	Dept Code, Dept Name, Per Diem Percent, G/L Segment 1, G/L Segment 2.
Location Codes	Company	Displays All Locations That Are Entered Into The Questco Portal.	Location Code, Location Name, Address One, Address Two, City, State, Zip Code.