

# Questco PrismHR Client Portal Quick Reference Guide



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# DASHBOARD

Company / Dashboard / Home

Company: (102) QUESTCO TEST

### My Favorites

- Client Documents
- Employee Termination
- Pay Rate Change
- Position Change

### My Support Team

- Technology Specialist**  
Susan Lineberger  
susan.lineberger@questco.net
- HR Consultant**  
Christie O'Brien  
(936) 521-5796  
christie.obrien@questco.net
- Benefits Team Lead**  
Karen Lewis  
(936) 521-5786  
karen.lewis@questco.net
- Policy Administrator**  
Anna Cortez  
(936) 521-5837  
anna@questco.net
- Client Success Manager**  
Andrea Dittert  
(936) 521-5717  
andrea@questco.net

### Recent Payrolls

Payroll	Description	Pay Date
201914	09-06-19 WKLY2	09/06/2019
201917	test EP check view	09/06/2019

### My Employees

Employee Name	Ext	Work	Mobile	Work Email
Abbott, Samantha	2525	281-555-2525		
Allen, Anna				
Alvarenga, Santos				
Bartlett, Jilla				gencye.steen@questco.net
Bear, Yogi				
Burrell, Andrea				
Carter, Michelle				andrea@questco.net
Cosey, Shetara				Shetara.Cosey@questco.net
Deantest, Jimmy				
Doe, Jane				taryn@questco.net
Duncan, Emilio				
Duncan, Emily				
Employee, Demo				amanda.harper@questco.net
Employee, January				melissa@questco.net
Employee2, Demo				gencye.steen@questco.net

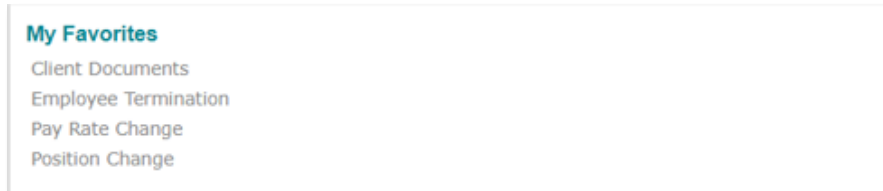
[View All >>](#)

The Dashboard gives quick access to company information and relevant features.

There are four sections to the **Dashboard**:

- My Favorites
- My Support Team
- Recent Payrolls
- My Employees

## MY FAVORITES



ADDING REPORTS OR ACTION FIELDS TO MY FAVORITES ALLOWS FOR QUICK ACCESS TO THE PLACES DEEMED MOST HELPFUL OR NECESSARY FOR THE BUSINESS. THIS ELIMINATES THE NEED TO REMEMBER EACH PATH.

- This is a list of pages that have been flagged as a favorite. This allows quick access to the items used most frequently.
- Favorites are listed on the Dashboard when first logging in to the system.
- They can also be accessed from the Favorites menu

### ADDING FAVORITES

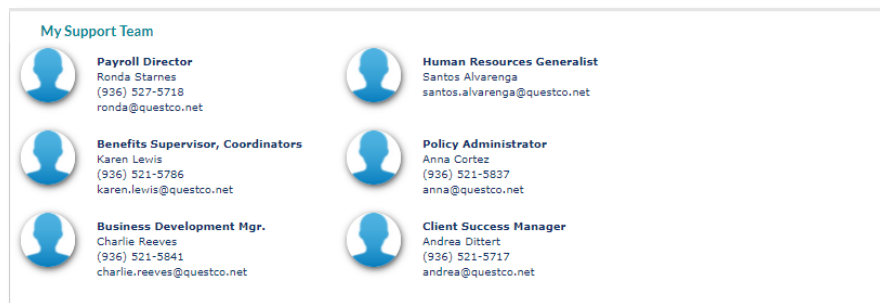
To add an item to My Favorites, once on the required form, click the form's Action bar and then select **Add to Favorites**.

### REMOVING FAVORITES

When a form is in My favorites, the Action bar displays **Remove from Favorites**.

Select this option to remove the form from the list of Favorites.

## MY SUPPORT TEAM



Shows the people assigned to work with the company and their contact information. These are the team members assigned to support the client and the organization.

## RECENT PAYROLLS

Payroll	Description	Pay Date
<a href="#">202117</a>	202117 - 05-14-21 SM	05/14/2021
<a href="#">202116</a>	202116 - 04-30-21 SM	04/30/2021
<a href="#">202118</a>	202118 - NEW EMPLOYEE	04/30/2021
<a href="#">202112</a>	202112 - 04-15-21 SM	04/15/2021
<a href="#">202115</a>	202115 - COMMISSION	04/15/2021
<a href="#">202113</a>	202113 - FINAL CHECK	04/08/2021
<a href="#">202114</a>	202114 - FINAL COMMISSION	04/08/2021
<a href="#">202110</a>	202110 - 04-01-21 SM	04/01/2021
<a href="#">20219</a>	20219 - 03-15-21 SM	03/15/2021
<a href="#">20217</a>	20217 - 03-01-21 SM	03/01/2021

Shows a quick view of the payrolls that have posted.

## VIEWING A REPORT

Select link with the corresponding payroll number. [202117](#)

From the next screen, select the link next to the desired report.

Payroll Reports							
Payroll Number 202117							
Date	Time	Report Title	Class	User Id	User Name	Job	Output Status
03/29/2021	12:59:47	ACH Direct Deposit Report	Payroll Report	quekellyb	Kelly Borne	81009	Completed
03/29/2021	12:59:47	Benefits Billing Report	Payroll Report	quekellyb	Kelly Borne	N/A	Process Error
03/29/2021	12:59:47	Employee Check Acknowledgement Report	Payroll Report	quekellyb	Kelly Borne	81011	Completed
03/29/2021	12:59:47	Client Allocation Report	Payroll Report	quekellyb	Kelly Borne	81015	Completed
03/29/2021	12:59:47	Deduction Register	Payroll Report	quekellyb	Kelly Borne	81012	Completed
03/29/2021	12:59:47	Gross-To-Net Report	Payroll Report	quekellyb	Kelly Borne	81017	Completed
03/29/2021	12:59:47	PAYROLL CHECK JOURNAL REPORT	Payroll Report	quekellyb	Kelly Borne	81013	Completed
03/29/2021	12:59:47	Payroll Delivery Sheet	Delivery Sheet	quekellyb	Kelly Borne	81008	Completed
03/29/2021	12:59:47	Invoice [ ]	Invoice	quekellyb	Kelly Borne	81010	Completed
03/29/2021	12:59:47	Payroll Register Detail Only	Payroll Report	quekellyb	Kelly Borne	81016	Completed
03/29/2021	12:59:47	Calculate Checks Report	Payroll Report	quekellyb	Kelly Borne	81014	Completed
03/29/2021	12:57:22	Custom Peachtree Client Accounting File	Report	quemaryn	Mary Muehlebach	N/A	Completed

## MY EMPLOYEES

Employee Name	Ext	Work	Mobile	Work Email
<a href="#">Alvarenga, Santos</a>				
<a href="#">Aspire, Christie</a>			(936) 521-5796	
<a href="#">Barker, Dog</a>				
<a href="#">Beam, Jim</a>				
<a href="#">Bear, Yogi</a>				
<a href="#">BeGood, Jamie</a>				
<a href="#">Benefits, Benjamin</a>				
<a href="#">Brown, Angie</a>				
<a href="#">Brown, Nikki</a>				nikki.brown@questco.net
<a href="#">Burell, Andrea</a>				
<a href="#">Camen, Scarlett</a>				
<a href="#">Carter, Michelle</a>				
<a href="#">Chempak, Christie</a>			(936) 521-5796	
<a href="#">Chempak, Christie</a>			(936) 521-5794	
<a href="#">Client, Kelsey</a>				
<a href="#">View All &gt;&gt;</a>				

A list of employees at the organization.

### ACCESSING THE EMPLOYEE DETAIL SCREEN

Selecting the employee's name will allow access to the **Employee Detail Screen**.

Inside this screen are sub tabs containing pertinent information for the specific employee and the ability to make changes to the employee's record.

<a href="#">Name</a>	<a href="#">Personal</a>	<a href="#">Address</a>	<a href="#">Work</a>	<a href="#">Pay</a>	<a href="#">Tax</a>	<a href="#">Deposit</a>	<a href="#">Skills &amp; Education</a>	<a href="#">Property</a>	<a href="#">Other</a>
----------------------	--------------------------	-------------------------	----------------------	---------------------	---------------------	-------------------------	--	--------------------------	-----------------------

The screenshot shows the 'Employee Detail Screen' for Yogi Bear. The navigation bar at the top includes tabs for Name, Personal, Address, Work, Pay, Tax, Deposit, Skills & Education, Property, and Other. The 'Name' tab is selected. The main content area displays the following information:

- Name & Contact:** Last Name: Bear, First Name: Yogi, Middle Name, Nickname.
- Work Phone:** [Empty field]
- Work Email:** [Empty field]
- EP Username:** 102-tt
- Employment:** Employment Status: ACTIVE (with a link for Status Type Change), Employer: DEMO COMPANY.
- Employment Details:** Status Date: 08/29/2019, Employer Start Date: 08/29/2019, Employment Type: REGULAR PART TIME - W/O BENEFITS, Type Date: 06/01/2020, Last Hire Date: 08/29/2019, Position: ACCOUNTING CLERK (with a link for Position Change), Original Hire Date: 08/29/2019, Position EEO Code: ADMIN, FLSA Exempt: [Unchecked], W/C Class: TX.8810 (with a link for Clerical Office Employees NOC).

At the bottom of the screen, there are 'Save' and 'Cancel' buttons. A dropdown menu is open on the right side, listing various actions such as Audit, Benefit Overview, Change User Password, Check Message, Deduction Arrears, Documents, Employee Dependents, Employee Events, Employee Notes, Employee Notes, Garnishments, Loans, Organization Chart, Override Rates, PTO Register, Pay History, Payroll Notes, Payroll Summary, Payroll Vouchers, Position History, Position Rates, Proxy Login, Recurring Deductions, Reprint Form 1099, Reprint Form W-2, Retirement Loans, Retirement Plan Enrollment, Scheduled Deductions, Scheduled Payments, Status Type History, User Fields, and User Fields.

Some items in these tabs are below:

- Position Change
- Supervisor Change
- Address
- Pay rate change or history
- Direct Deposit change

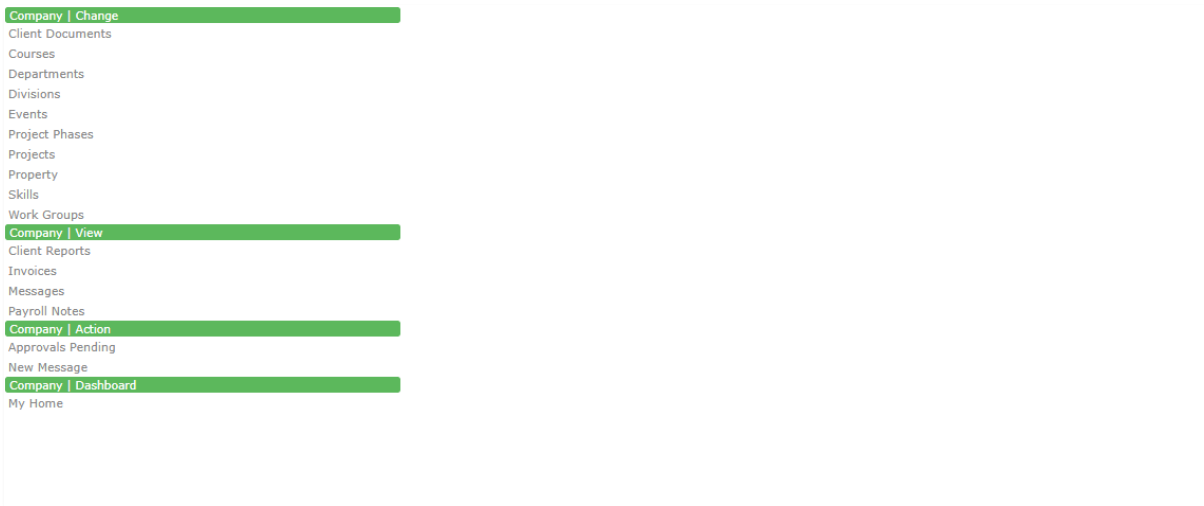
## SYSTEM MODULES

MY COMPANY

MY EMPLOYEES

MY PAYROLLS

### MY COMPANY



This module supports specific items needed for the company. Some examples include:

- Labor Levels
- Invoices

### LABOR LEVELS



Divisions, Departments, and Projects can be set up in this module.



## INVOICES

Path: **My Company>Company View>Invoices**

The Invoices form displays invoice information for a selected year.

Invoices										
Year		All Types		<input checked="" type="checkbox"/> Special		<input type="checkbox"/> Reversal				
2019		Scheduled		<input type="checkbox"/> Adjustments		<input type="checkbox"/> Manual				
Invoice Number	Date	Payroll	Payroll Type	Employees Paid	ACH Journal ID	Amount	Balance			
011698	05/04/2019	201997	Manual	1	843.I.H011698	950.53	950.53			
011673	05/03/2019	201992	Scheduled	14	843.I.H011673	11,338.07	11,338.07			
011651	04/26/2019	201990	Scheduled	14	843.I.H011651	7,540.74	7,540.74			
011650	04/19/2019	201988	Scheduled	14	843.I.H011650	6,371.06	6,371.06			
011649	04/12/2019	201987	Scheduled	14	843.I.H011649	6,371.59	6,371.59			
011648	04/05/2019	201986	Scheduled	14	843.I.H011648	9,082.96	9,082.96			
011627	03/29/2019	201982	Scheduled	13	843.I.H011627	5,527.48	5,527.48			
011313	03/29/2019	201941	Manual	1	843.I.H011313	270.45	0.00			
011553	03/22/2019	201978	Scheduled	13	843.I.H011553	7,236.94	7,236.94			
011536	03/15/2019	201976	Scheduled	13	843.I.H011536	5,176.92	5,176.92			
<b>011517</b>	<b>03/15/2019</b>	<b>201970</b>	<b>Scheduled</b>	<b>13</b>	<b>843.I.H011517</b>	<b>6,643.74</b>	<b>6,643.74</b>			
011280	03/15/2019	201931	Scheduled	14	843.I.H011280	4,657.08	0.00			
011203	03/08/2019	201917	Scheduled	9	843.I.H011203	8,848.66	0.00			
011535	03/08/2019	201975	Scheduled	13	843.I.H011535	6,179.72	6,179.72			
011499	03/08/2019	201959	Scheduled	13	843.I.H011499	5,098.50	5,098.50			
011273	03/08/2019	201930	Scheduled	14	843.I.H011273	4,655.58	0.00			
011354	03/01/2019	201958	Scheduled	13	843.I.H011354	4,929.82	0.00			
011272	03/01/2019	201929	Scheduled	14	843.I.H011272	4,857.79	0.00			
011343	02/22/2019	201956	Scheduled	13	843.I.H011343	4,934.17	0.00			
Totals						155,610.66	72,014.04			

Select the desired calendar **Year**. The **default** is the **current year**.

All Types	<input checked="" type="checkbox"/>	Special	<input type="checkbox"/>	Reversal	<input type="checkbox"/>
Scheduled	<input type="checkbox"/>	Adjustments	<input type="checkbox"/>	Manual	<input type="checkbox"/>

### Invoice Types:

- **Special** - Out of Cycle Payroll
- **Reversal** - Voiced Payroll or specific Payroll Vouchers
- **Manual** - Miscellaneous Charges
- **Scheduled** - Scheduled Payroll

- to open the summary of the billing for the payroll.
- to open the invoice.
- to download the PDF of the Invoice.

## MY EMPLOYEES

<b>HR   Change</b>	Position Change
Benefits Enrollment (ON)	Reactivation
Employee Dependents	Rehire
Employee Details	
Employee PTO Register	
Event Categories	
FMLA Events	
Job Candidates	
<b>HR   View</b>	
Employee Benefit Overview	
Employee Flexible Spending Accounts Inquiry	
Employee PTO Register Inquiry	
Employee Retirement Plan Register	
Employee Tax Deferral Register	
Organization Chart	
Pay History	
Position History	
Status Type History	
<b>HR   Action</b>	
Employee Termination	
Leave of Absence	
New Hire	
Onboarding (ON)	
Pay Rate Change	
Planned Time Off Requests	

This Module will display certain items for the employees in the organization. Some examples include:

- Pay Rate Change
- Employee PTO Register Inquiry
- Employee Termination

### PAY RATE CHANGE

Path: **HR>Action>Pay Rate Change**

Pay Rate Change			
Employee	<input type="text" value="K78275"/>	<input type="button" value="Q"/>	BEAR YOGI
Current Employment Status	ACT		
Current Employment Type	RPT W/O		
Current Pay Period	Weekly		
Current Pay Rate	32,000.0000	Per	Year
Current Annualized Pay	32,000.00		
New Pay Rate	<input type="text" value="35,000.0000"/>	Per	<input type="text" value="Year"/>
New Standard Hours	<input type="text"/>	Per	<input type="text" value="-- Select Period --"/>
New Annualized Pay			
Auto Pay Time Card	<input type="checkbox"/>		
New Auto Time Card Hours	<input type="text"/>		
Effective Date	<input type="text" value="06/07/2021"/>		
Reason	<input type="text" value="RATE OR SALARY ADJUSTMENT"/>		

Click on **Employee** and select the applicable employee.

Employee	<input type="text" value="K78275"/>	<input type="button" value="Q"/>	BEAR YOGI
----------	-------------------------------------	----------------------------------	-----------

Enter the **New Pay Rate** and select the period.

Enter the **New Standard Hours** and select the period.

The system calculates and displays the **New Annualized Pay**.

New Pay Rate	<input type="text" value="35,000.0000"/>	Per	<input type="text" value="Year"/>
New Standard Hours	<input type="text" value="40.00"/>	Per	<input type="text" value="Week"/>
New Annualized Pay	35,000.00		

Select **Auto Pay Timecard** to populate the employee's time sheet with hours (optional)

Enter the default number of hours per pay period in the **New Auto Timecard Hours** Field (optional).

Auto Pay Time Card	<input checked="" type="checkbox"/>
New Auto Time Card Hours	<input type="text"/>

Enter the **Effective Date**.

In cases where the date of the pay rate change falls during a payroll where hours have already been entered for the employee, the system allows the client to enter the number of hours to pay the employee at the new rate. If client enters any hours, including 0, the option **If the client does not know what hours to assign to the new pay rate** is deselected, the payroll processor does not see a notification of the pay rate change in the time sheet.

If you do not know what hours to assign to the new pay rate on the existing timesheet, please leave this checked. It will then be transferred to the timesheet for the processor to assign hours.

If the client does not know the number of hours to assign, leave the Hours Paid field blank. The payroll processor will be prompted to assign the hours for the employee the next time they edit the payroll.

Select the **Reason** that best describes the pay rate change.

Effective Date

06/07/2021

Reason

RATE OR SALARY ADJUSTMENT ▼

Click

Save

.

## EMPLOYEE PTO REGISTER INQUIRY

Path: **HR>View>Employee PTO Register Inquiry**

**Employee PTO Registers**

Employee ID: U03362 ARGYLE BRADLEY JAMES

Register Type: PTO Paid Time Off

PTO Benefit Plan: PTO

Benefit Start Date: 01/01/2016

Carryover Hours (+): 16.00 Year End Date: 12/31/2016

TD Hours Accrued (+): 64.00 Accrued Thru Date: 10/22/2016

YTD Hours Taken (-): 32.00 Carryover Expires On:

YTD Hours Available (=): 48.00

Report View: PTO Detail

Date Absent	Reason	Hours
10/21/2016	Paid Time Off	8.00
10/20/2016	Paid Time Off	8.00
10/19/2016	Paid Time Off	8.00
10/18/2016	Paid Time Off	8.00

The Employee PTO Registers form allows a view of an employee's accrued paid time off and a list of time taken.

## EMPLOYEE TERMINATION

Path: **My Employees>HR>Employee Termination**

**Employee Termination**

Employee: S93689 BENEFITS BENJAMIN

Current Job Code is: ACCT ACCOUNTING CLERK

Current Employment Status: ACT

Current Employment Type: REG F/T

Termination Status Code: TERMINATED

Reason Code: QUIT

Termination Date: 06/01/2021

Okay to Rehire: Yes

If ACH, Turn Off ACH?:

Last Day Worked: 06/01/2021

Reassign Pending Approvals?

Reassign to User ID: atmmanager

Termination Explanation:

---

**Unpaid PTO Payout**

PTO Register Type	Register Description	Available Hours	Add hours to current payroll?
PTO	PTO	48.00	No

COBRA Qualifying Event: -No Items-

COBRA Qualifying Event Date:

When an employee is terminated, the system performs the following:

- Terminates the employee's benefits.
- Displays a warning flag if the employee has an outstanding loan balance.

Click on **Employee** and select the applicable employee.

<a href="#">Employee</a>	<input type="text" value="S93689"/>	<a href="#">BENEFITS BENJAMIN</a>
Current Job Code is	ACCT	<a href="#">ACCOUNTING CLERK</a>
Current Employment Status	ACT	
Current Employment Type	REG F/T	

Select the **Termination Status Code**.  
 Select the **Reason Code** for termination.  
 Enter the **Termination Date**.

Termination Status Code	TERMINATED ▾
Reason Code	QUIT ▾
Termination Date	<input type="text" value="06/01/2021"/>

Select the Employee's Eligibility for Rehire.  
 Select **If ACH, Turn Off ACH** if the employee should not receive further ACH transactions.  
 Enter the date for the Employee's **Last Day Worked**.

Okay to Rehire	Yes ▾
If ACH, Turn Off ACH?	<input checked="" type="checkbox"/>
Last Day Worked	<input type="text" value="06/04/2021"/>

Check the **Reassign Pending Approvals?** Box if this employee has pending approvals that need to be assigned to someone else.

Reassign Pending Approvals?	<input checked="" type="checkbox"/>
<a href="#">Reassign to User ID</a>	<input type="text" value="102-tt"/>

Enter a detailed **Termination Explanation**.

Termination Explanation	<input type="text" value="New Job"/>
-------------------------	--------------------------------------

If the employee has an available balance in their PTO Register, that information displays in the **Unpaid PTO Payout** panel.  
 To apply the available hours to the employee's payout, click **Yes** in the **Add hours to current payroll?** field. The system adds the available hours to the current timesheet.

**Unpaid PTO Payout**

PTO Register Type	Register Description	Available Hours	Add hours to current payroll?
PTO	PTO	48.00	No

Dropdown menu for "Add hours to current payroll?":  
 No (selected)  
 Yes

Select **Save**

**Save**

## MY PAYROLLS

- Payroll | Change**
- Batch Payments
- Employee Loans
- Employee Override Rates
- Labor Allocation Templates
- Lifetime Hours
- Recurring Deductions
- Scheduled Deductions
- Scheduled Payments
- Time & Labor
- Time & Labor Scheduler
- Time Sheet Import
- Payroll | View**
- Employee Pay Summary
- Employee Payroll Vouchers
- Payroll Billing Summary
- Payroll History
- Payroll Summary
- Payroll Voucher
- Payroll | Action**
- Mass Change Pay Group
- NetTime
- Payroll Approval
- Time Sheet Entry

This module supports data-specific items that pertain to payroll. Some examples include:

- Time Sheet Entry
- Payroll History

### TIME SHEET ENTRY

Path: **My Payrolls>Payroll/Action>Time Sheet Entry**

Use the Time Sheet Entry form to enter, edit and accept employee time sheet information in the payroll batch.

Click on the **Payroll# link** to access the timesheet.

Select Payroll for Time Sheet Entry

Payroll#	Approval Pending	Description	Payroll Type	Pay Date	Cutoff Date	Cutoff Time	Delivery Date
<a href="#">202110</a>		06-15-21 SEMI	Scheduled	06/15/21	06/11/21	03:50PM	06/14/21

The columns in the **Summary Time Sheet** form display the employees and pay codes for the payroll. These can be customized to fit the needs of the organization.

- **Gray Columns** are standard.
- **White** Follow the instructions below when working in summary time sheets.

In the appropriate pay code columns, enter Time Sheet Information for each employee.

<u>REGULAR</u>	<u>OVERTIME</u>	<u>PTO</u>
86.67		

**Note:** If entering paid time off hours for an employee with default time sheet hours whose position is FLSA exempt, the system displays a warning and prompts to determine how to proceed. Click **Yes** to subtract the PTO hours from the regular pay hours. Click **No** to add the PTO hours to the employee. (This does not apply to FLSA exempt employees without any default time sheet hours.)

If Detail Information is required for an employee, click on the applicable employee's name.

Gamble, Marty E



**Detail Time Sheet Entry**      PIVOT BY: Employee ▼

Employee    P04536    Gamble Marty E

Entry:    New Entry ▼

Charge Date    06/15/2021    [FLSA Exempt]

Pay Code    [ ]

Hours Paid    [ ]

Position Code    EXEC    Executive

Hours Worked    [ ]

Division    NORTH    North Office

Department    [ ]

Location    1    Main

Project    [ ]

FMLA Event    [ ]

Suppress Labor Alloc.    No ▼

1	06/15/21	REG	86.67	EXEC	86.67	NORTH	1
---	----------	-----	-------	------	-------	-------	---

Hours Paid	Hours \$	Flat \$	Units	Units \$
86.67		0.00	0.00	0.00

**Save**    **Return**

Make the appropriate entry for the employee.

Employee    P04536    Gamble Marty E

Entry:    New Entry ▼

Charge Date    06/15/2021

Pay Code    BONUS    Bonus

Amount Paid    500.00

Position Code    EXEC    Executive

Hours Worked    0.00

Division    NORTH    North Office

Department    [ ]

Location    1    Main

Project    [ ]

Click on **Save** .



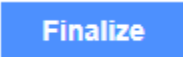
The entry will move to the right of this box, for view and verification.

1	2
06/15/21	06/15/21
REG	BONUS
40.00	500.00
EXEC	EXEC
40.00	0.00
NORTH	NORTH
1	1

When all entries have been completed, click on **Return**  and entries can then continue on the **Summary Timesheet** entry form.

In any deduction code columns, enter deduction data for each applicable employee.

3oots/shoes	Cell Phone
	50.00

When all timesheet entries have been completed, click on **Finalize** .

## PAYROLL APPROVAL

Path: **My Payroll>Action>Payroll Approval**

Once the payroll processor calculates the payroll, the system sends a message that the payroll is ready for review and approval.

Employee	Voucher	Check/Deposit	Gross Pay
GAMBLE MARTY E	000817	Check	N/A
MORGANSTEEN MOLLY ELLA	000816	Check	N/A

The Payroll Approval Form displays the information for review.

Review the reports for the payroll by selecting them from the **View Report/Analytic** drop-down:

After reviewing the payroll, select the appropriate option:

**Approve:** System defaults here and if no change is made, the payroll is sent to Questco for completion.

**Deny:** the payroll will be returned to Questco for correction. Comments must be entered explaining the reason for the denial.

Select **Submit**

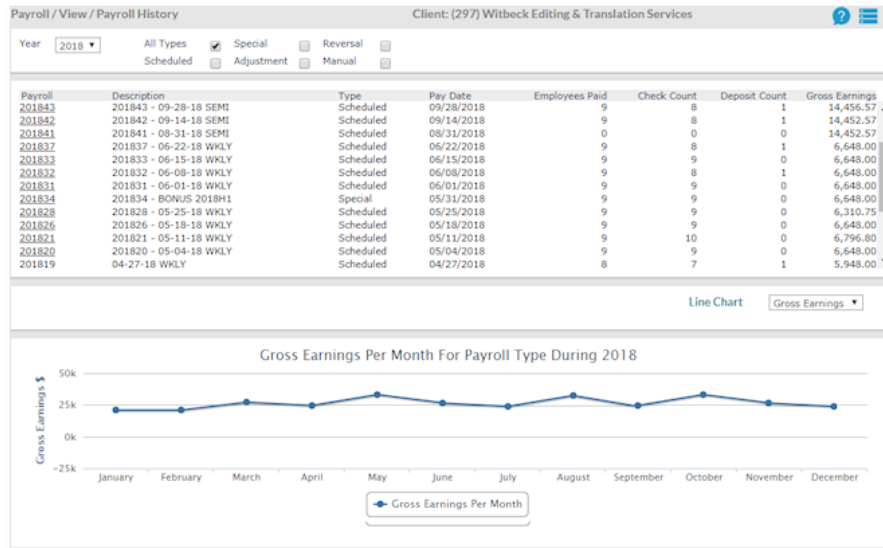
## REPORT TYPES

- **Employees in Payroll:** Lists the employees in the payroll batch. Click the employee ID to view the Employee Details.
- **Payroll Summary:** Summarizes the vouchers in the payroll batch. Click the voucher number to view the voucher details.
- **Payroll Detail:** Displays the Payroll Summary Form
- **Invoice:** Displays the billing invoice for the payroll batch
- **Gross-to-Net Report:** This report displays information for each employee on the report, as well as current, month-to date, quarter-to date, and year-to date values for pay, deductions, taxes, and paid time off.
- **Payroll Register Report:** This report displays information for each employee on the report, as well as the current month-to date, quarter-to date, and year-to date values for pay, deductions, taxes, and paid time off.
- **Check Journal:** This report provides employee payroll check details.
- **Batch Register Report:** This report displays detailed information per employee for payroll.
- **Deduction Code Summary Report:** This report displays a list of deductions for a company along with the deduction taken for a single payroll or date range.
- **Cost Allocation Report:** This report displays payroll costs that are distributed across multiple cost centers such as departments, divisions, or locations.
- **Unpaid Employees Report:** This report displays payroll information for employees who received **no earnings** in a specific payroll or during a payroll period.

## PAYROLL HISTORY

Path: **My Payrolls**>**Payroll/View**>**Payroll History**

The Payroll History form summarizes the history of payrolls for one calendar year.



Select the **Year**.

Select one or more batch types to view; the default is to show **All Types**.

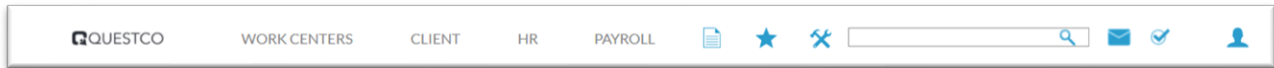
Select the information wanting to view in the Line Chart. **The information displays**.


Click **Payroll** Number to view the Payroll Summary.

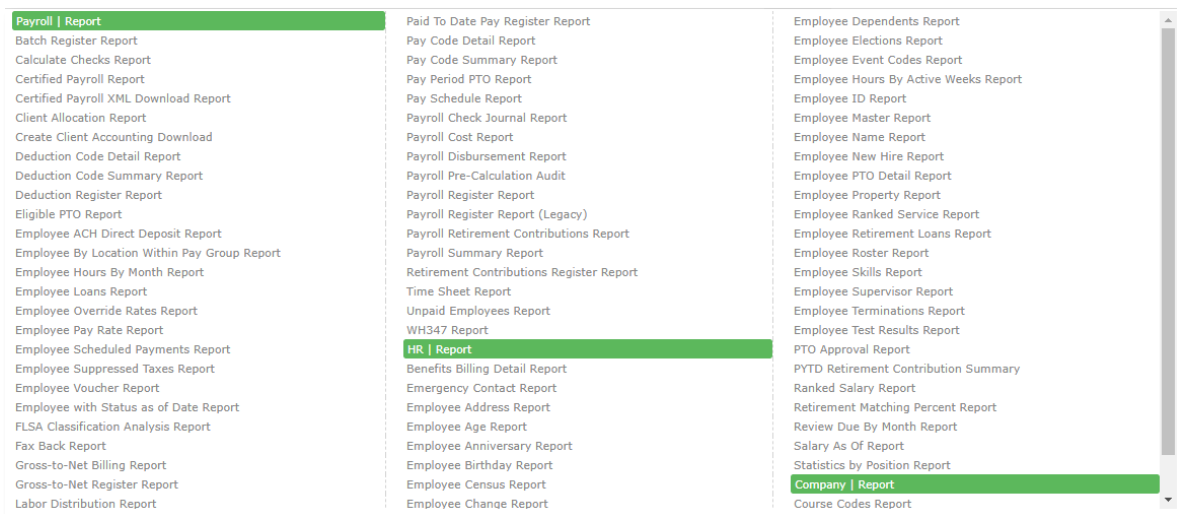
The screenshot displays the 'Payroll Summary' interface for Payroll Number 201710. It shows details such as Description (07-21-17 B), Pay Date (07/21/2017), and Payroll Type (Regularly Scheduled). Below this is a table with columns for Pay Code, Position, Department, Location, Division, Shift, Project, Employee, Hours, Gross Pay, Gross Earnings, Taxes, Deductions, Net Pay, Check Amount, Deposit Amount, Pay Stub, and Man Check.

Employee Name	Voucher#	Hours	Gross Pay	Gross Earnings	Taxes	Deductions	Net Pay	Check Amount	Deposit Amount	Pay Stub	Man Check
Berry, Sandy Jade	106534	80.00	1,200.00	1,200.00	206.37	230.05	763.58	0.00	763.58	Electronic	
Brody, Meghan U	106530	40.00	576.92	576.92	90.33	0.00	486.59	486.59	0.00	Paper	
Buckingham, Gabby X	106538	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Paper	
Cortez, Samantha K	106527	40.00	760.00	760.00	140.03	0.00	619.97	619.97	0.00	Paper	
Ericson, Kristin	106535	41.00	360.00	360.00	22.00	74.50	263.50	263.50	0.00	Paper	
Fiorelli, Anastasia R	106522	80.00	4,160.00	4,160.00	1,009.12	362.87	2,788.01	2,788.01	0.00	Paper	
Fisher, Willy T	106523	80.00	1,520.00	1,520.00	338.84	181.83	999.33	999.33	0.00	Paper	
Katahdin, Judy I	106528	80.00	719.20	719.20	123.67	35.00	560.53	560.53	0.00	Paper	
Mogilicutt, Priscilla D	106532	80.00	1,164.80	1,164.80	147.11	144.50	873.19	873.19	0.00	Paper	
Moganda, Yolanda X	106536	80.00	1,004.00	1,004.00	151.45	167.60	684.95	684.95	0.00	Paper	
O'leary, Geronimo P	106529	80.00	1,520.00	1,520.00	221.53	15.20	1,283.27	1,283.27	0.00	Paper	
Peterson, George B	106537	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Paper	
Prudhomme, Judy J	106533	80.00	924.80	924.80	144.60	14.00	766.20	766.20	0.00	Paper	
Rashbone III, Jedediah B	106524	80.00	1,138.40	1,138.40	236.06	276.59	625.75	625.75	0.00	Paper	
Smithers, Winona P	106521	80.00	680.00	680.00	118.14	5.61	556.25	556.25	0.00	Paper	
Tick, Joyce A	106525	80.00	1,923.08	1,923.08	258.56	619.68	1,044.84	1,044.84	0.00	Paper	
Tutankhamun, King	106526	80.00	680.00	680.00	129.74	113.05	437.21	437.21	0.00	Paper	
Report totals		17	1,081.00	18,331.20	3,337.55	2,240.48	12,753.17	11,989.59	763.58		
		18	1,161.00	19,318.70	3,492.26	2,327.98	13,490.96	12,727.38	763.58		

## REPORTS



Select  from the Navigation Bar. This will list **ALL** the reports available to use.



Most reports can be run in both PDF and Excel.

Listed below are some commonly used reports. Remember, once a report is found that will be used regularly, be sure to add it to *My Favorites*!

### CLIENT ALLOCATION REPORT

Path: **My Reports>Payroll/Report>Client Allocation Report**

This report provides a listing of allocations based on the labor levels selected.

Payroll / Report / Client Allocation Report Company: (102) DEMO CLIENT

### Client Allocation Report

**Selection Parameters**

Payroll Number:  Start Date:   
 - OR - Enter a Pay Date Range  End Date:

---

**Report Parameters** (6 columns)

Report Type:

Suppress EE Info in Report:

Suppress Employee ID:

Suppress Subtotals:

Field Type Column Display:

Field Type Column Display Order:

**Other Parameters**

Sort Field Type by Description:

Suppress Page Break on Primary Sort (Detail Report):

Include Page Break on Primary Sort (Summary Report):

Print Detail Line if Zero:

Suppress Miscellaneous Billing:

---

**Header Options**

Header Code:

Include Pay Group in Header:

**Output File (XLS)**

Suppress Company Name:

Suppress Report Title:

Suppress Select Criteria:

---

**Allocation and Sort Parameters**

+	Field Type	Field Labels	Sort/Detail	Sub Total
> x	LOCATION		Sort By	Yes

[Run](#) [Close](#)

Completed Page 1 of 2 Search Search Next Actions REP~19513-848957444277548 actions XLS

QUESTCO DEMO CLIENT  
Client Allocation Report  
Payroll # 20217 | Pay Date 03/08/2021  
Sorted by Location

LOCATION	LOCATION Description	Emp ID	Employee	GROSS	HRS	FICA	MISC	TEST	EMPLOYEE TOTAL
1	MAIN	K78275	Bear Yogi	1,230.76	80.00	119.39	2,860.30	1,230.76	2,580.91
1	MAIN		~Totals for LOCATION : 1 - MAIN	1,230.76	80.00	119.39	2,860.30	1,230.76	2,580.91

If converting the report to a printable PDF, the report must not include more than 14 columns of data; If **Suppress EE Info in Reports** parameter was selected, this maximum is 10. Reports that include more columns of data can be converted to Excel.

Actions REP~19513-84895744427723 actions [XLS](#)

## GROSS-TO-NET REGISTER REPORT

Path: **My Reports>Payroll/Report>Gross-to-Net Register Report**

This report provides a summary of the employee voucher, including all earnings, deductions and taxes withheld.

### Gross-to-Net Report

**Selection Parameters**

Enroll Number:  Start Date:   
 - OR - Enter a Pay Date Range:  End Date:

---

**Sort Parameters**

Primary Sort:   
 Secondary Sort:   
 Tertiary Sort:   
 Detail Sort:

**Report Parameters**

Report Type:   
 Sort on Sort Parameters Descriptions:   
 Page Break on Primary Sort:   
 Suppress Pay Group in Header:

---

**Other Parameters**

Employee Unique ID:   
 Separate Hours/Units:

Report Format:

---

**Report Filters**

Status Class:

**Department**

Department Name:

X

---

**Location**

Location Name:

X

---

**Position**

Position Name:

X

---

**Division**

Division Name:

X

**Type Class**

Type Class:

**Project**

Project Description:

X

---

**Shift**

Shift Description:

X

---

**Work Group**

Work Group Name:

X

---

**Employee ID**

Employee Name:

X

QUESTCO									
DEMO CLIENT									
Payroll # 202110   Pay Date 06/15/2021   Pay Group: SEMI 06/02/21 to 06/15/21   Sorted by Employee									
Employee ID	Last Name	First Name	Middle	Code	Pay Description	Type	Units	Rate	Amount Paid
<a href="#">P04536</a>	Gamble	Marty	E	BONUS	BONUS	P-1	1.00	500.0000	500.00
				REG	REGULAR PAY	P-2	40.00	28.8450	1153.80
Division:	NORTH OFFICE			00-10	FEDERAL TAX	D-1	1.00	-60.8000	-60.80
Department:	***			00-11	MEDICARE	D-2	1.00	-23.9800	-23.98
Location:	MAIN			00-12	SOC SECURITY	D-3	1.00	-102.5400	-102.54
Project:	***								
Position:	EXECUTIVE								
Summary for Voucher: 000817				Gross Pay	Expenses	Gross Earnings	Deductions	Taxes	Net Pay
Pay Date: 06/15/2021				1,653.80	0.00	1,653.80	0.00	187.32	1,466.48
<a href="#">L00405</a>	Morgansteen	Molly	Ella	REG	REGULAR PAY	P-1	86.67	41.5369	3600.00
				00-10	FEDERAL TAX	D-1	1.00	-524.8100	-524.81
Division:	NORTH OFFICE			00-11	MEDICARE	D-2	1.00	-52.2000	-52.20
Department:	***			00-12	SOC SECURITY	D-3	1.00	-223.2000	-223.20
Location:	MAIN								
Project:	***								
Position:	Technical Application Speciali								
Summary for Voucher: 000816				Gross Pay	Expenses	Gross Earnings	Deductions	Taxes	Net Pay
Pay Date: 06/15/2021				3,600.00	0.00	3,600.00	0.00	800.21	2,799.79
				Gross Pay	Expenses	Gross Earnings	Deductions	Taxes	Net Pay
				5,253.80	0.00	5,253.80	0.00	987.53	4,266.27



## EMPLOYEE PTO DETAIL REPORT

Path: **My Reports>HR/Report>Employee PTO Detail Report**

This report provides information about employees' paid time off.

HR / Report / Employee PTO Detail Report
Company: (102) DEMO CLIENT

### Employee PTO Detail Report

**Employee Status**      Status Description

> x

**Register Type**      Class Description

> x

Report Type:

Year-End Date:  This will report on registers with a year-end date between 1/1/2021 and 12/31/2021

Run
Close

DEMO CLIENT

Employee PTO YTD Detail Report

Active Employees

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Employee: BARKER DOG

Register Type: PTO

Accrued Thru	Plan	Carryover	Accrued	Used	Available
04/09/2021	PTO	40.00	32.67	8.00	64.67
Date Taken	Day Taken	Reason	Hours Used		