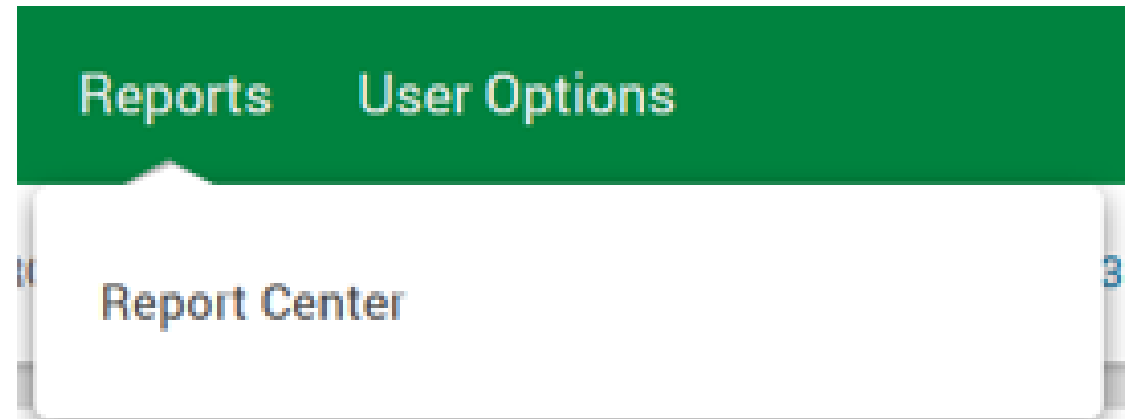


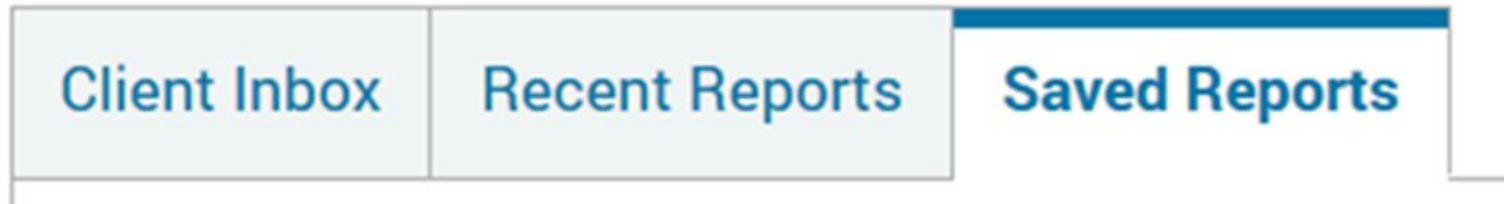


**PAYCOM INSTRUCTIONS:
DEPARTMENT CHECK HISTORY
REPORTS (PAYROLL REPORT)**

- Select “Reports” – “Report Center”



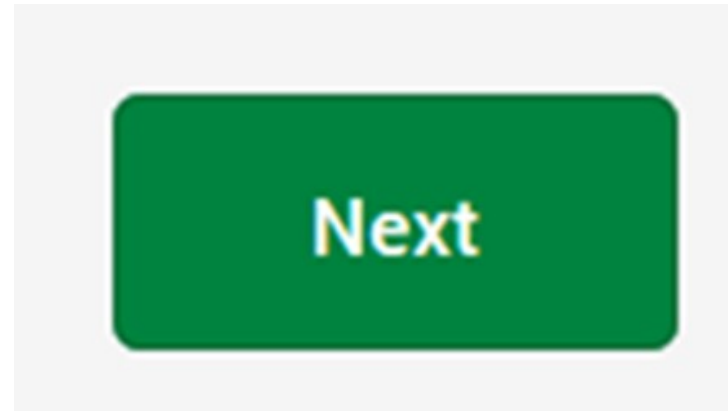
- Click on “Saved Reports” tab



- Click [Load] on “Department Check History Final”

Department Check History Final	Payroll Report Writer	XLS	Load
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- Click “Next” on bottom of page. Continue to click “Next” 4 times until you reach page [5. Review]



- Click drop down arrow next to “Transaction” directly below the heading “Dates” – select “Specific Date Range” – Select “Output Format” [XLS](Excel) is the default

Advanced Report Name

1. Employee Information > 2. Payroll Specific Fields > 3. Filters > 4. Sorting Options > 5. Review

Output Format

HTML

CSV

XLS

XLSX

PDF

Save Report Format

Distribution

Normal

Dates

Transaction 3 Selected as

Specific Date Range 00/00/0000 to 00/00/0000 as
(MTD / QTD / YTD)

Specific Date Range 00/00/0000 to 00/00/0000 as
(MTD / QTD / YTD)

Specific Date Range 00/00/0000 to 00/00/0000 as
(MTD / QTD / YTD)

- Once “Specific Date Range” is selected - input date range of Pay-period or range of dates that you want for generating a report – DO NOT change as [DR1]

Dates

Specific Date Range
(MTD / QTD / YTD)

08/25/2019 to 09/07/2019 as DR1

- On the left side under “Distribution Categories” select(check) “Department” (this should already be checked by default) & “Service Code”

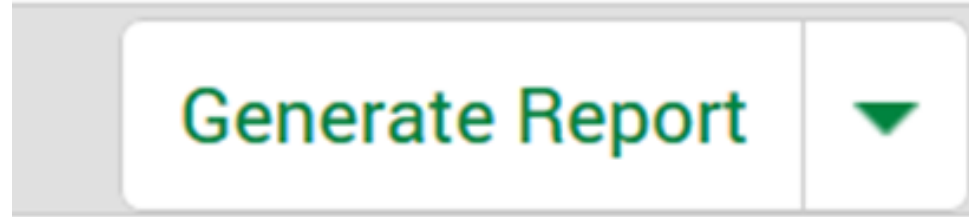
Distribution Categories

Department

Service Code

Delivery

- Click “Generate Report” towards the upper right of page – the report will generate after a few seconds

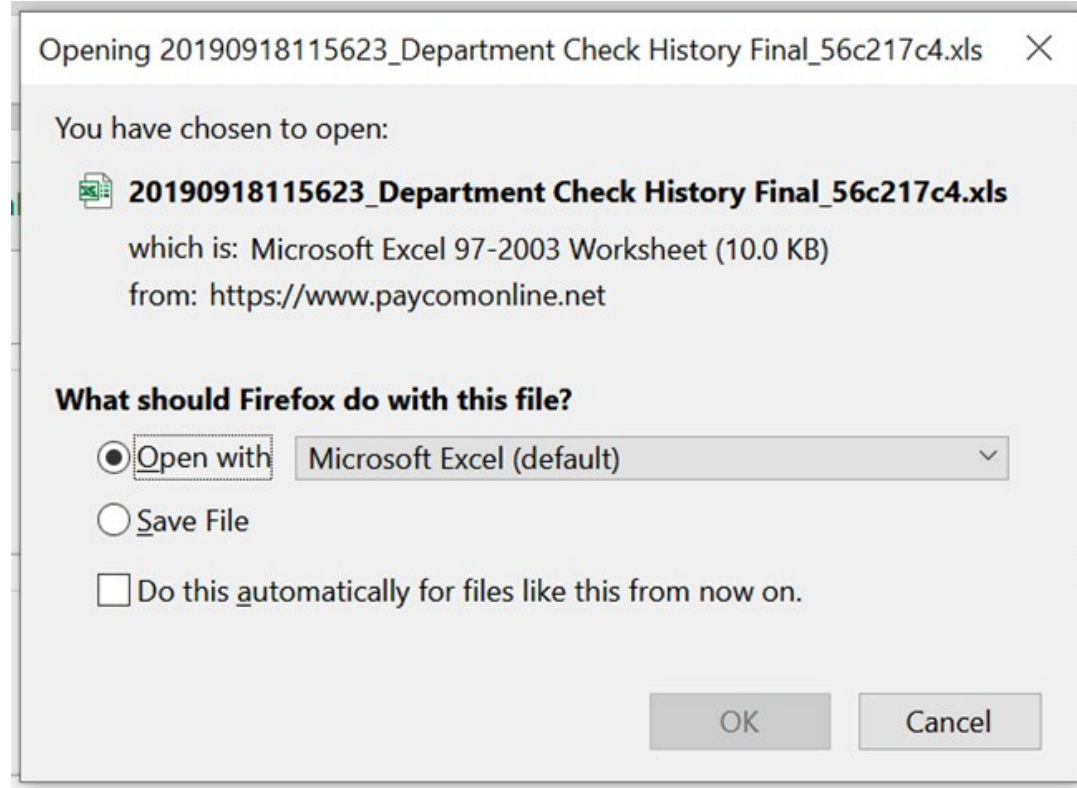


- Select “DOWNLOAD”

Recent Advanced Reports

Report Name	Date	Actions
Department Check History Final	09/18/2019 11:56:00 AM	XLS Re-run Edit Remove Download Detail

- Select “OK” to view the report – you can save the report after opening



SERVICE CODE KEY

Service Code	GL Code	GL Account
CL	90100	90100 - Community Learning/Development Services – Wages
EB	90200	90200 - Emergency Back-Up – Wages
ED	90170	90170 - Employment Discovery & Customization – Wages
NS	90400	90400 - Nursing Services - Wages
X	90040	90040 - Personal Support - Wages
RS	90020	90020 - Respite - Wages
SB	90000	90000 - Support Broker – Wages
SE	90120	90120 - Supported Employment (formerly Job Coach)