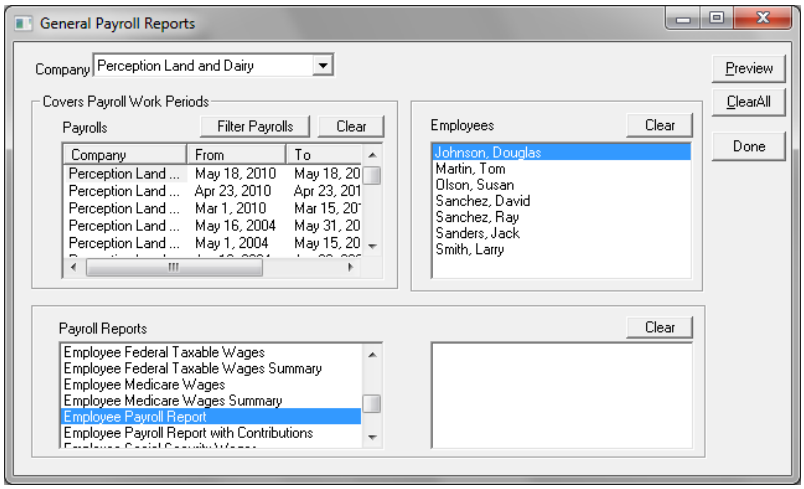
Employee Payroll Report

Document #	Product	Module	Category
	Perception	Payroll	Support Procedures

If an employee requests a report of his payroll year-to-date figures, the Employee Payroll Report will provide the information needed. The report includes only the selected employee with a breakdown of all earnings, taxes, and deductions for the current period payroll amounts, year-to-date payroll amounts, quarter-to-date payroll amounts, and month-to-date payroll amounts.

1. Select **Reports > Payroll Reports > General Payroll Reports**.
2. Select the Company at the top of the screen.
3. Click the **Filter Payroll** button.
   - In the **Payroll Pay Dates** select January 1 of current year in the From Date.
   - In the **Payroll Pay Dates** select today's date in the To Date.
   - The **Work Dates** can remain the entire date span of the database.
4. All payrolls for the year will list in the box. Select the most current payroll this employee was paid in.
5. Select the employee in the **Employees** list.
6. Select the report **Employee Payroll Report**.



7. Click **Preview**.

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