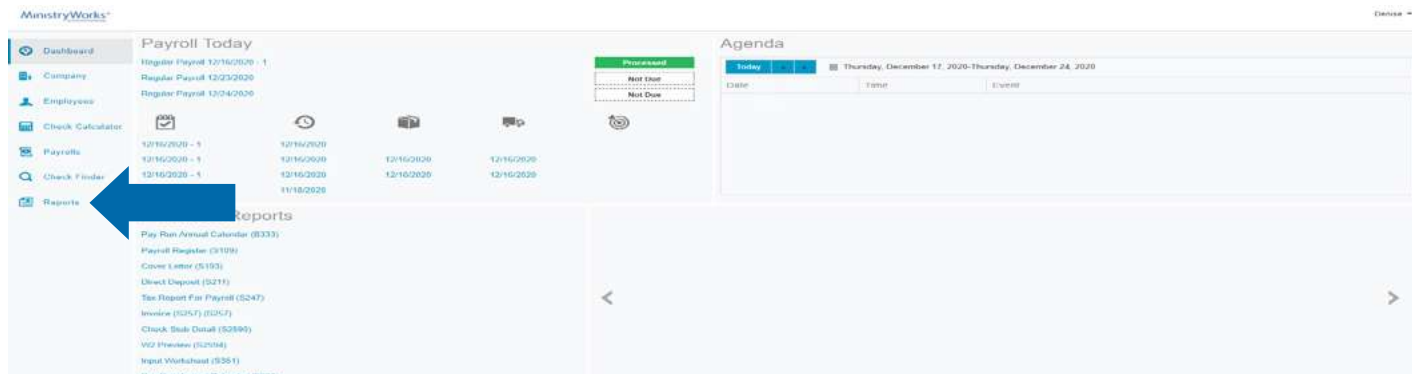


Viewing Reports

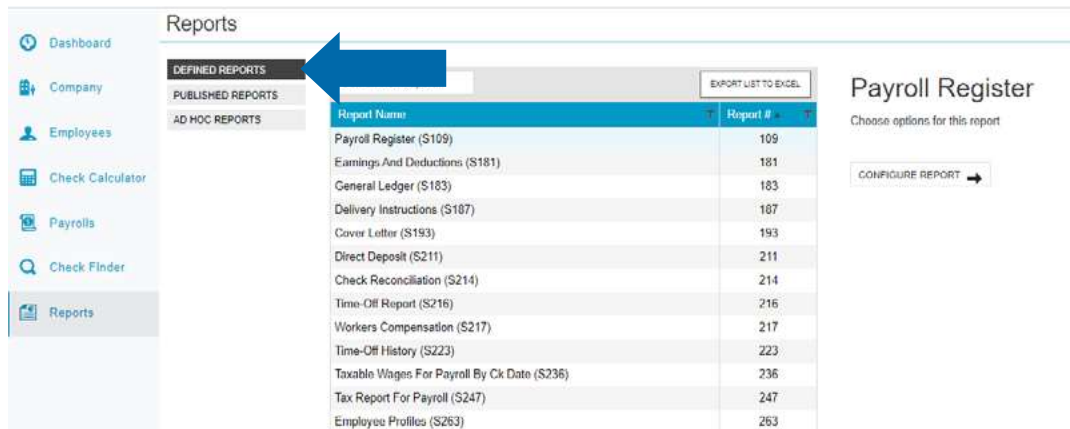
Use Google Chrome™

Go to <https://ministryworks.evolutionpayroll.com/hcm/#/> (copy and paste) and enter your **username (Firstname.Lastname)** and **password (MW----!)**.

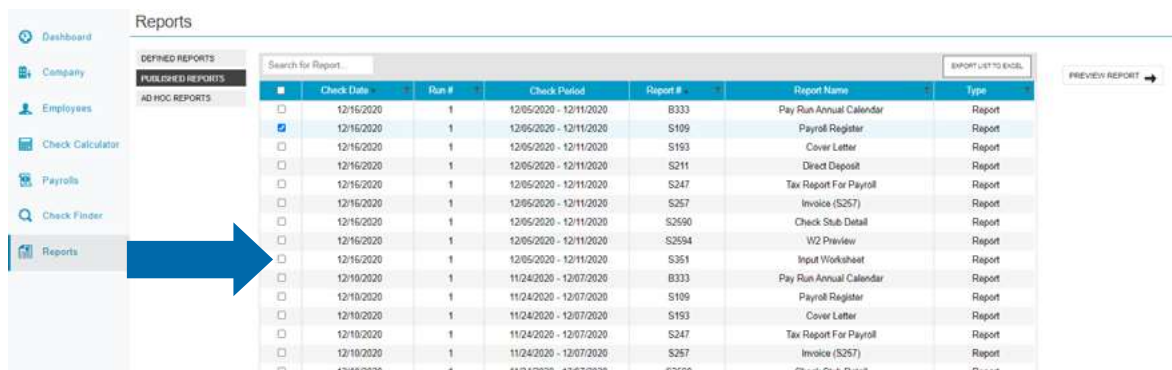
Click on **Reports** from menu on left side (If you are processing your payrolls, you will see all seven headings. If you are not processing your payrolls, you will only see the Dashboard and Reports heading)



Click on Published Reports



Select a payroll and the report for which to view a preview



To preview, save or print a published report:

1. Check the box in the left-hand column of the table to select the report(s) to be viewed, saved or printed.
2. Click the **Preview Report** button to open a full-sized preview on a new screen.
3. Use the Resizing tools in the preview window to zoom in or out to preview the report. If more than one report is selected, use the arrows at the bottom of the Preview window to navigate between reports.
4. Click **Save** at the top of the Preview window to save the report(s) to your hard drive and/or to open the report you are currently working on.
5. To print the report, select **Print** from the **File** menu in the Windows Menu bar.
6. Click on **Reports List button** to return to the screen listing the Published Reports.

Published Reports

- **Pay Run Annual Calendar** -schedule of future payrolls, including the input (payroll submission) dates
- **Payroll Register** – list of employees paid – gross, taxes, deductions and net amounts
- **Cover Letter** – totals for net pay, billing impound, and taxes for current payroll
- **Direct Deposit** – list of employees receiving direct deposit – routing number, account number and deposit amount
- **Tax Report for Payroll** – taxable wages and total withheld for current payroll
- **Invoice** – payroll charges (check fee, per employee charge, quarterly fee, etc.)
- **Check Stub Detail** – employee pay stubs
- **Input Worksheet** – used for recording hours, or additional pay for next scheduled payroll
- **Period Summary Report** – lists each employee's earnings, deductions, and taxes MTD, QTD, and YTD

Defined Reports – Create custom reports for one or multiple pay periods

- **Payroll Register** – list of employees paid – gross, taxes, deductions and net amounts
- **Earnings and Deductions** – totals per earning and deduction on pay run
- **General Ledger** – lists debits and credits (For GL clients only)
- **Delivery Instructions** – when specific delivery instructions are entered
- **Cover Letter** – totals for net pay, billing impound, and taxes for current payroll
- **Direct Deposit** – list of employees receiving direct deposit – routing number, account number and deposit amount
- **Check Reconciliation** – list of employees/check type/check number/direct deposit/net amounts
- **Time Off Report** – type/code/effective date/accrual rate/hours balance/amounts
- **Workers Compensation** – gross/OT/ WC Rate/Premium Amount – Please contact your payroll processor to run report
- **Time Off History** – current Accrual/Balance/Accrued/Used
- **Taxable Wages for Payroll Ck Date** - total earnings/exempt earnings/taxable wages/tax amount

- **Tax Report for Payroll** – breakdown of taxes per payroll
- **Employee Profiles** – employee personal information, pay, taxes, E/Ds, direct deposit
- **Tax Notices** – tax type, deposit frequency, due date, amount, wages, #ee's, quarter
- **General Ledger** – Rapid Export Format – (Custom report for GL clients only)
- **Input Worksheet** – used for recording hours or additional pay for next scheduled payroll
- **Input Worksheet Cover Letter** – cover sheet to send in input worksheet; lists MW fax and phone#
- **Period Summary Report** – earnings, deductions, taxes per MTD, QTD and YTD
- **Individual Earnings Report** – quarterly payroll history per employee
- **Compensation Detail Report** – breakdown of employee pay (hours, earnings, taxes, other, net)
- **Time Off Register** – TOA type, E/D Code/Group, Eff Date, Prev balance, change, new balance
- **Time Off Register with Hours** – TOA type, E/D Code/Group, Eff Date, Prev balance, change, new balance
- **Payroll Impounds** – taxes, fees and direct deposit impound amounts
- **Check Stub Detail** – employee pay stubs