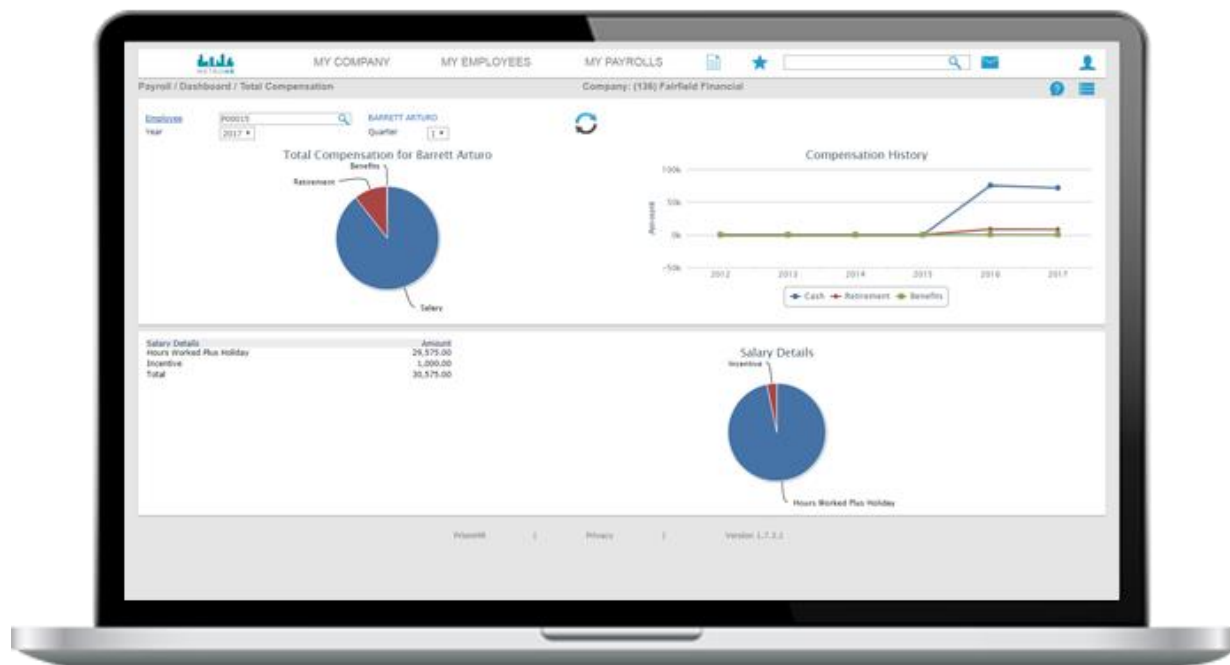# Reporting

Fast, easy and accurate insights into your business.

With Reporting, you get the insight you need to make decisions on your business. From standard reports with HR, benefits and payroll data to custom employee reports, you have access to the information that's most important to you.

Simple, Yet Powerful Reporting

Using a simple and easy-to-use dashboard, you can search to quickly find any report you need and add frequently-used reports to the favorites menu for faster access. Pre-built reports let you quickly access payroll, HR and employee data that can be filtered using a wide range of parameters.

Automated payroll reports make it easy to access your payroll history and you can view payrolls by date range, payroll number, location and more. Each payroll report can be exported to Excel, PDF or printed right from the report. Access to reporting data is controlled through role-based permissions, so individual managers only see the data they need.

Advanced Reporting with Data Retriever

Go deeper and get the specific data you want with Data Retriever. Data Retriever makes it easy to select the data you want and quickly view or export to Excel. Additionally, if there is information that you need to access on an ongoing basis, you can create and save templates within Data Retriever.

Step 2 - Add Fields	-
Employee ID	●
Web User Id	○
Sort/Search	○
Last Name	●
First Name	●
Middle Name	○
Nickname	○
+ Personal Detail	○
+ Status Detail	○
+ License Details	○
+ Emergency Contact	○
+ Employment	●
Employment Status	●
Status Date	○
Employment Type	●
Type Date	●
Current Job	○
Employer ID	○
Peo Start Date	○
Last Hire Date	○
Original Hire Date	●
Term Reason Code	○
+ Testing	○
+ Resident Address	○
+ Phone and Email	○
+ Mailing Address	○
+ Form W-2 Address	○
+ Work Status	○

Data Retriever

Step 1 - Select Client(s)	+		Step 2 - Add Fields

Client	Client Name	Employee ID	Last Name	First Name	Employ				
102	Arrow Technologies, Inc.	G00614	Abreumm	Samantha	Term				
102	Arrow Technologies, Inc.	A00097	Anderson	Ben	Active				
102	Arrow Technologies, Inc.	B00561	Andrews	Faye	Active				
102	Arrow Technologies, Inc.	I00760	Andrews	Harvey	Term				
102	Arrow Technologies, Inc.	X00749	Bailey	Robert	Term				
102	Arrow Technologies, Inc.	M00860	Baker	Angela	Term				
102	Arrow Technologies, Inc.	A00824	Baker	Thomas	Active				
102	Arrow Technologies, Inc.	W00093	Ballard	Noah	Active				
102	Arrow Technologies, Inc.	R00815	Best	Jesse	Term				
102	Arrow Technologies, Inc.	D00587	Bingham	Mike	Active				
102	Arrow Technologies, Inc.	R00887	Blackwell	Marshall	Active				
102	Arrow Technologies, Inc.	E00612	Borden	Fascia	Term	FT	09/01/2015	09/01/2015	Engineer
102	Arrow Technologies, Inc.	F00030	Bowen	Jerald	Active	FT	06/15/2017	06/15/2017	SALES
102	Arrow Technologies, Inc.	V00699	Brady	Carl	Term	FT	07/25/2016	07/25/2016	Field Engineer
102	Arrow Technologies, Inc.	E00564	Braun	Halle	Active	FT	10/01/2014	10/01/2014	Engineer
102	Arrow Technologies, Inc.	H00687	Brett	Maples	Term	FT	07/07/2016	07/07/2016	SALES
102	Arrow Technologies, Inc.	I00712	Briscoe	Jose	Active	FT	08/18/2016	08/18/2016	SALES
102	Arrow Technologies, Inc.	H00032	Caine	Mike	Active	FT	07/06/2017	07/06/2017	SALES
102	Arrow Technologies, Inc.	P00742	Collins	Jayma	Term	FT	09/15/2016	09/15/2016	Engineer
102	Arrow Technologies, Inc.	D00683	Copperfield	Simon	Active	FT	07/06/2016	07/06/2016	Sales Manager
102	Arrow Technologies, Inc.	Y00558	Corrigan	Mary	Active	FT	09/05/2014	09/05/2014	SALES
102	Arrow Technologies, Inc.	S00696	Crump	Betty	Term	FT	07/22/2016	07/22/2016	Engineer
102	Arrow Technologies, Inc.	L00859	Curry	Hanna	Active	FT	03/09/2017	03/09/2017	SALES
102	Arrow Technologies, Inc.	L00835	Darkman	Susan	Active	FT	02/01/2017	02/01/2017	Engineer
102	Arrow Technologies, Inc.	J00569	Darrow	John	Active	FT	11/13/2014	11/13/2014	Engineer
102	Arrow Technologies, Inc.	N00765	Darwin	Joseph	Active	FT	10/18/2016	10/18/2016	SALES
102	Arrow Technologies, Inc.	C00538	DeLaney	Michael	Term	FT	06/01/2014	06/01/2014	SALES
102	Arrow Technologies, Inc.	D00563	Dopson	Patricia	Active	FT	12/02/2014	09/01/2014	Executive
102	Arrow Technologies, Inc.	S00017	Dunn	Kyle	Active	FT	05/12/2017	05/12/2017	SALES

Reporting gives you a complete solution for the insight you need on employee, payroll and HR activity.