



Texas Skyward User Group Conference

Qmlativ: HR/Payroll Reports and Utilities

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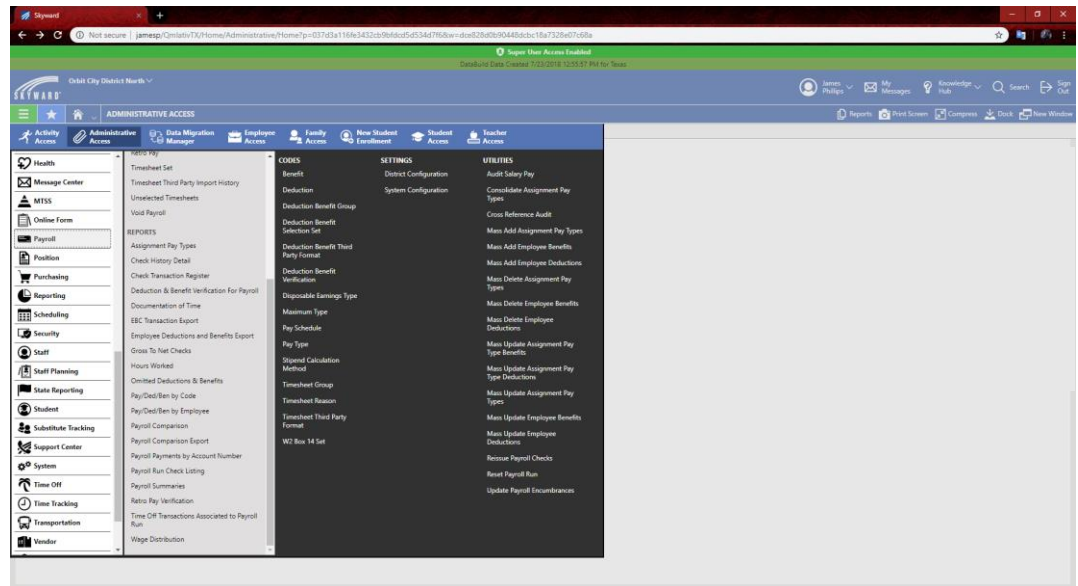


Qmlativ: HR/Payroll Reports and Utilities



Learn about the report options and various utilities available to both your Human Resources and Payroll staff.

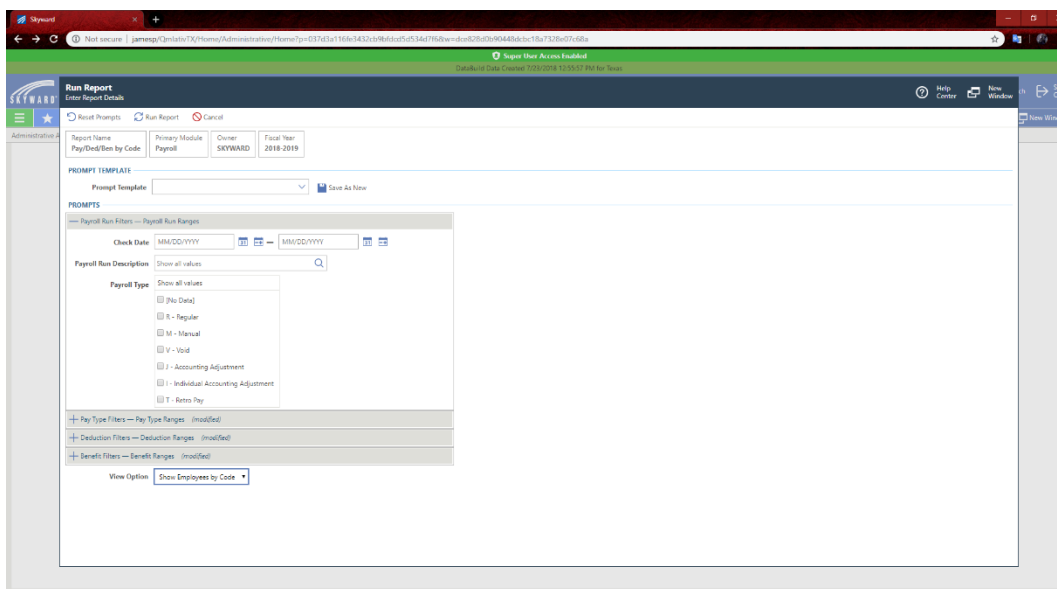
Payroll Reports and Utilities options



Assignment Pay Types report is found under Position but can help with pre-payroll verification.

20			Orbit City North						
Employee Number:	1225	Employee	Acevedo, Tara Ko			Position Type:	Admin	Building:	800
Pay Type Code	Pay Schedule	Pay Amount	Account Distribution						
Salary	24 July	0.00	01 E 000 000 000 000 214 (100.00%)						
Benefit		Benefit Amount	Accrual Mask						
MCARE	CALC		** L 215 00						
SS	CALC		** L 215 00						
Deduction		Deduction Amount	Accrual Mask						
MCARE	CALC		** L 215 00						
SS	CALC		** L 215 00						
FED	CALC		** L 215 00						

Pay/Ded/Ben by Code report can be used to get totals only or employees by code and totals. Can only get amounts from payrolls. Deduction & Benefit Verification for payroll is similar.

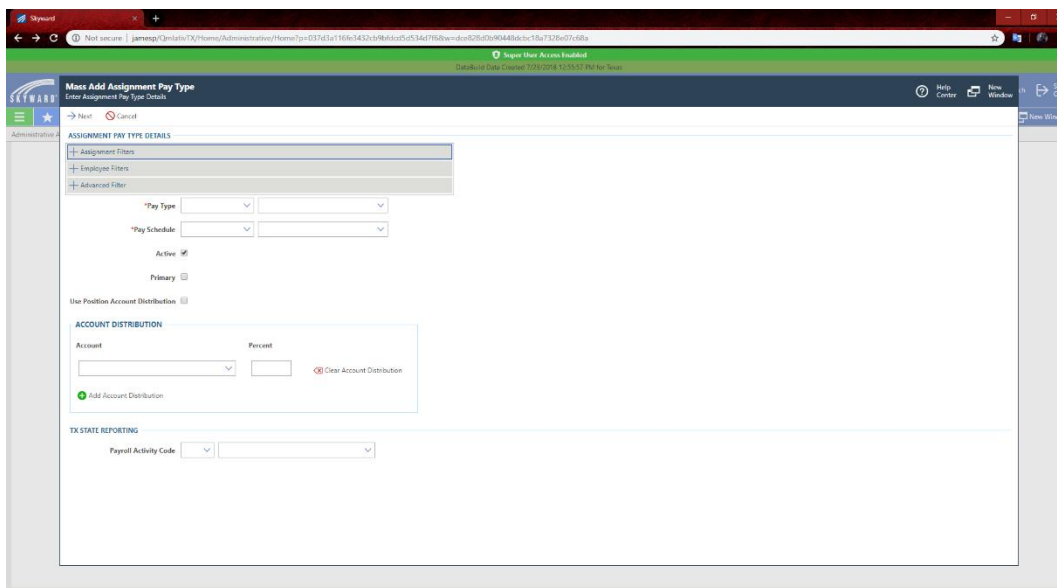


Payroll Summaries report can quickly give payroll gross and federal totals.

Payroll Summaries									
Payroll Run Description: January Payroll 1									Orbit City North
Payroll Run	Pay Gross	Fed Gross	Fed Tax	State Gross	State Tax	SS Gross	SS Tax	Med Gross	Med Tax
1/16 January Payroll 1	495,552.39	465,819.19	17,831.94	465,819.19	0.00	495,552.39	30,724.28	495,552.39	7,185.53
Totals:	495,552.39	465,819.19	17,831.94	465,819.19	0.00	495,552.39	30,724.28	495,552.39	7,185.53

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Mass Add Assignment Pay Types utility



The screenshot shows the 'Mass Add Assignment Pay Type' utility in the Skyward system. The interface includes the following sections:

- ASSIGNMENT PAY TYPE DETAILS:**
 - Expansion buttons for 'Assignment Filters', 'Employee Filters', and 'Advanced Filter'.
 - Fields for '*Pay Type' and '*Pay Schedule', each with a dropdown menu.
 - Checkboxes for 'Active' (checked) and 'Primary'.
 - Checkbox for 'Use Position Account Distribution'.
- ACCOUNT DISTRIBUTION:**
 - Table with columns 'Account' and 'Percent'.
 - A 'Clear Account Distribution' button.
 - An '+ Add Account Distribution' button.
- TX STATE REPORTING:**
 - A 'Payroll Activity Code' dropdown menu.



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THANK YOU FOR ATTENDING!

