

# Payroll Deduction Changes Report:

## COMPANY REPORTING Payroll Deduction Changes Report

Report Date Span: March 1 2010 to March 31 2010

Choose the time period from which you would like to see payroll deduction changes. Amounts are always displayed per pay period, regardless of the date span chosen.

Date Type: Effective Period

Choose to see changes as of effective date or the date the change was entered.

Select Divisions: All Divisions, Florida, Kansas, Minnesota, Washington

Select Employee Categories: All Employee Categories, 10023, 10033, 10055, 10676

Select Employees: All Employees, Allen, Andrew, Beckstrom, Jeanine M, Berry, Kenneth, Butler, Bruce

You can narrow the report down by division, category, employee, or providers.

Select Providers: All Providers, Assurant, Benefit Extras, BLUE CROSS, Cobra Provider

You can narrow the report down to show only changes for Active employees, COBRA, etc.

Show Report For: All Statuses, Terminated, Active, COBRA, Retired

Select Columns: Order Member Name

Selected Columns: Last Name, First Name, Middle Initial, Title

Move Up, Move Down

All fields listed under Selected Columns will appear on the report. Choose the fields you want on the report using the arrows.

**Benefit Type Display** Rows

**Select Benefit Plan Types**  
 All Benefit Plan Types  
 Medical  
 Dental  
 Short-term Disability  
 Long-term Disability

**Select Plans**  
 All Plans  
 [Medical] MEDICA - High Plan Option [41737]  
 [Medical] MEDICA - High Plan Option [97084]  
 [Medical] MEDICA - High Plan Option [98027]  
 [Medical] MEDICA - High Plan Option [98028]

**Select Grouping**

Available Groups	Selected Groups
Division Name	Company Name
Employee Category	Employee
Benefit Type	
Provider Name	

Move Up  
Move Down

Report can be viewed in Rows or Columns format.

Reports can be narrowed by specific Benefits and Plans.

Report will be separated according to the grouping you choose. Always leave Company Name in Selected Groups.

**Employee Columns**

Available Columns	Selected Columns
Government Visa No.	Employee Name
EEO Ethnic Code	Social Security No.
EEO Job Category	Employment Status
Gender	Date of Birth
Tobacco User	Date of Employment
Street Address	Gross Annual Salary
Street Address 2	No. of Dependents
City	Home Phone

Move Up  
Move Down

**PDF Page Type** Landscape

**Archival Type** PDF

**Display Report Cover** No

**Report Debugging** No

**Display Subtotals** No

SELECT CANCEL

All fields listed under Selected Columns will appear on the report. Choose the fields you want on the report by using the arrows to add or remove fields.

Select No to run report without a cover page.

You can choose the way you would like the report to be subtotaled. In most cases you will want to select "No" to show report without subtotals.