ISOLVED DID YOU KNOW SERIES: REPORTING SPECIAL COVID-19 EDITION

WELCOME…we will begin shortly!

REPORTING WEBINAR

Some Housekeeping Items:

- All participants have been placed on mute.
- All registrants will receive a follow up e-mail with a link to the recorded webinar and any training documentation.
- Stay updated and register for upcoming webinars on our COVID-19 INFO Center here: https://ctrhcm.com/home/covid-19-information-center/
- If you have any questions or want to request training, please e-mail training@ctrhcm.com

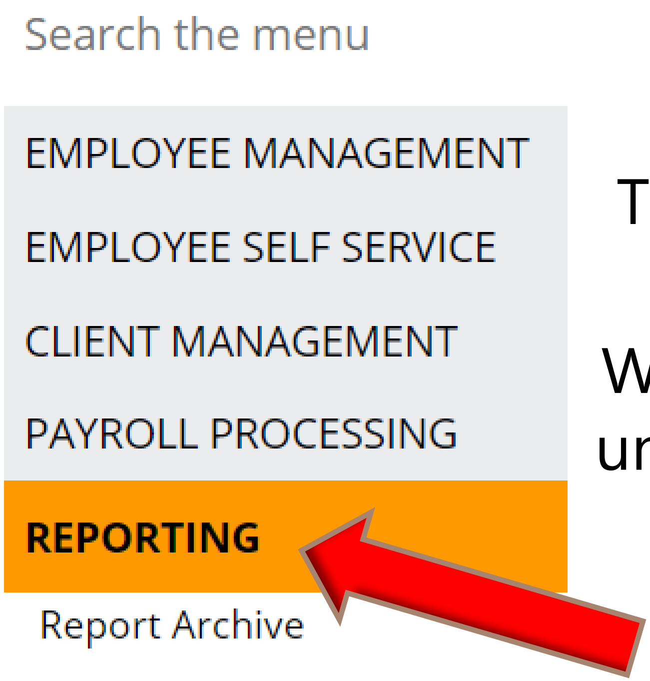
TODAY’S AGENDA

- iSolved Reports Tab Overview
- iSolved Report Writer Functionality
- iSolved COVID-19 Reporting Opportunities

REPORTING TAB

There over 300 canned reports in iSolved with an unlimited number of special reports. We can’t cover them all in this training but our objective is to make you comfortable navigating and using the Reporting Tab in iSolved!

REPORTING TAB

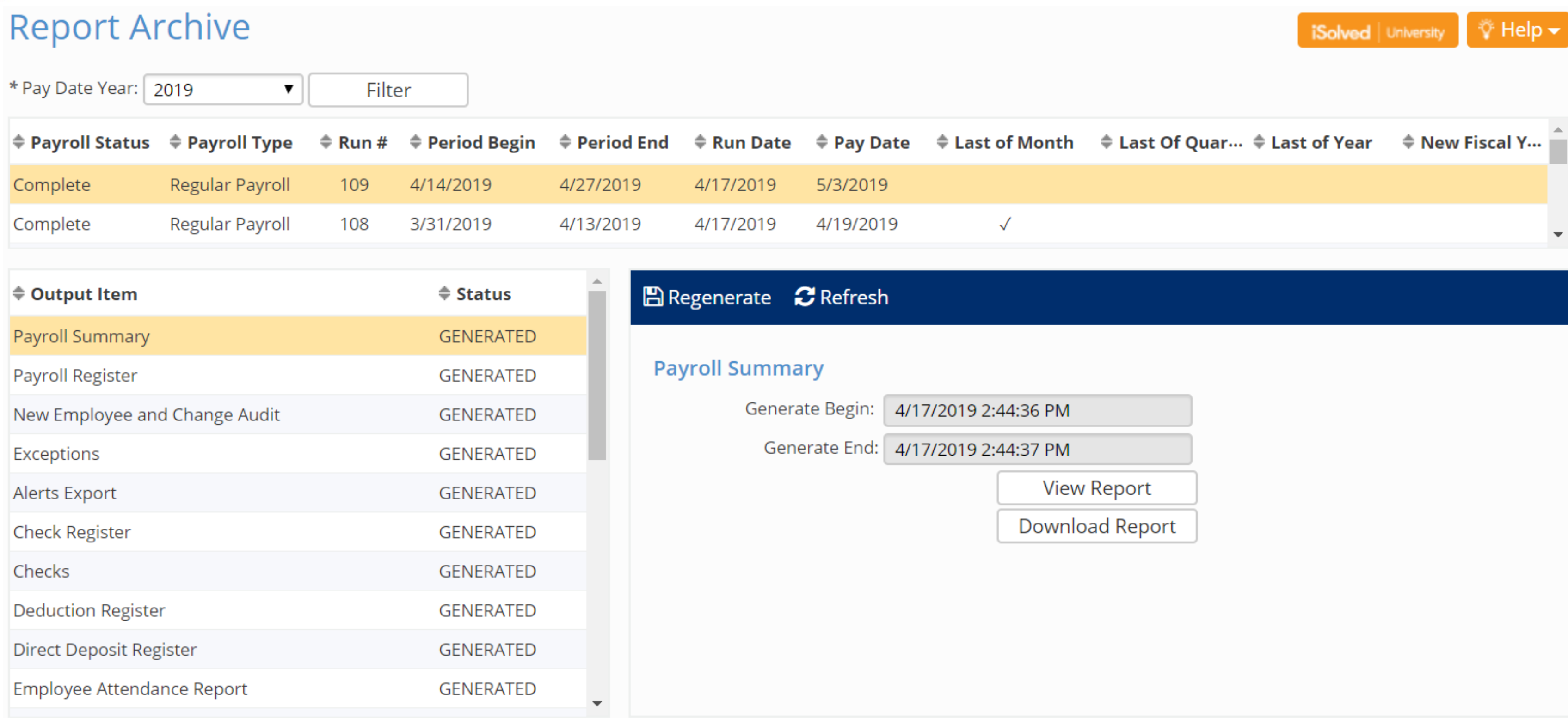


NAVIGATE to the REPORTING TAB

The Reporting Tab is the 5th Tab in the User Menu.

We will start with the first menu option under the Reporting Tab which is called Report Archive.

REPORT ARCHIVE



Report Archive

iSolved University | Help

* Pay Date Year: 2019 | Filter

Payroll Status	Payroll Type	Run #	Period Begin	Period End	Run Date	Pay Date	Last of Month	Last Of Quar...	Last of Year	New Fiscal Y...
Complete	Regular Payroll	109	4/14/2019	4/27/2019	4/17/2019	5/3/2019				
Complete	Regular Payroll	108	3/31/2019	4/13/2019	4/17/2019	4/19/2019	✓			

Output Item	Status
Payroll Summary	GENERATED
Payroll Register	GENERATED
New Employee and Change Audit	GENERATED
Exceptions	GENERATED
Alerts Export	GENERATED
Check Register	GENERATED
Checks	GENERATED
Deduction Register	GENERATED
Direct Deposit Register	GENERATED
Employee Attendance Report	GENERATED

Regenerate | Refresh

Payroll Summary

Generate Begin: 4/17/2019 2:44:36 PM

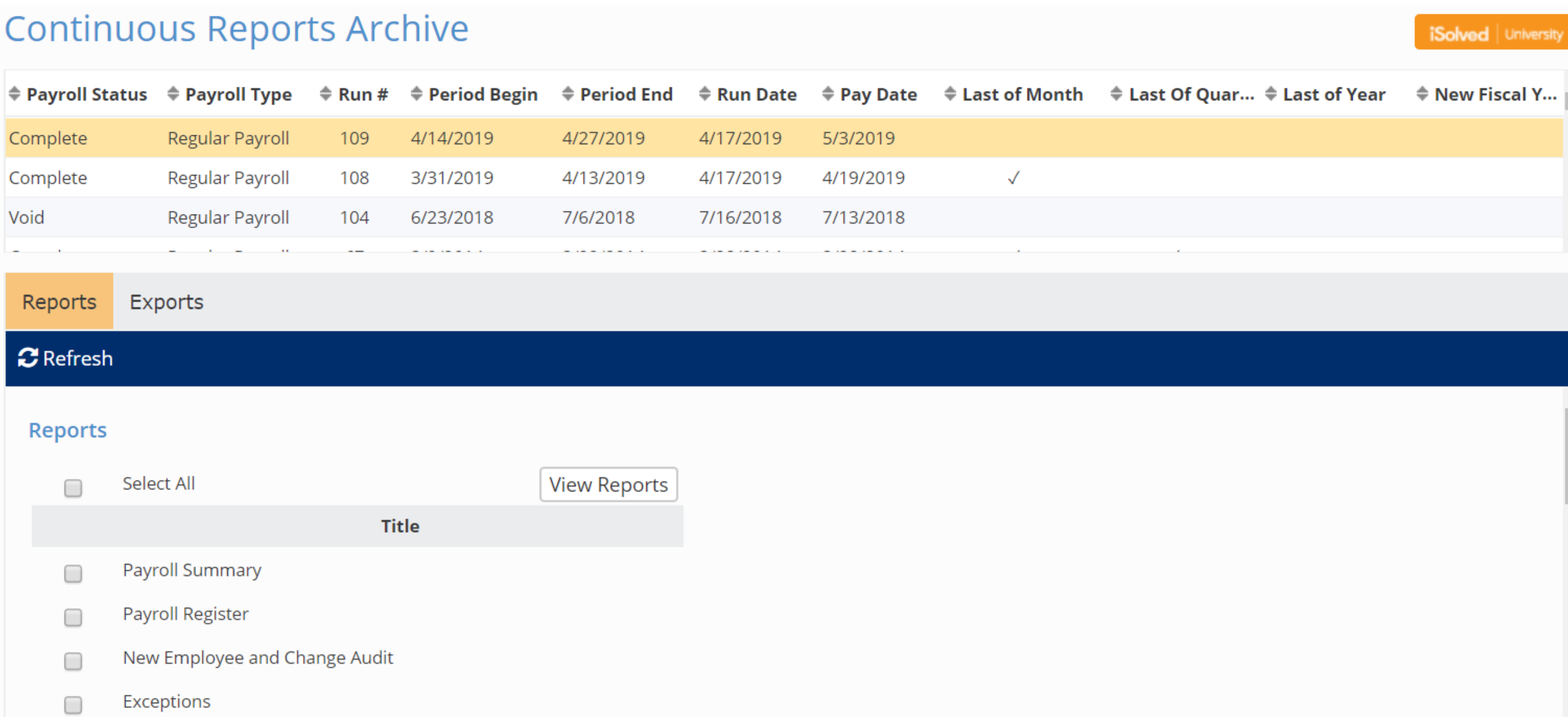
Generate End: 4/17/2019 2:44:37 PM

View Report

Download Report

Summary vs. Detail: *Do you want 10 lines for each employee or a calculated summary?*

CONTINUOUS REPORT ARCHIVE


Continuous Reports Archive

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Payroll Status	Payroll Type	Run #	Period Begin	Period End	Run Date	Pay Date	Last of Month	Last Of Quar...	Last of Year	New Fiscal Y...
Complete	Regular Payroll	109	4/14/2019	4/27/2019	4/17/2019	5/3/2019				
Complete	Regular Payroll	108	3/31/2019	4/13/2019	4/17/2019	4/19/2019	✓			
Void	Regular Payroll	104	6/23/2018	7/6/2018	7/16/2018	7/13/2018				

MOST FREQUENTLY USED PAYROLL REPORTS

The most frequently used payroll reports are:

PAYROLL SUMMARY
PAYROLL REGISTER
EXCEPTIONS REPORT

Let's take a look at these now.

ALWAYS run your exceptions report before processing payroll!

LIVE DEMO

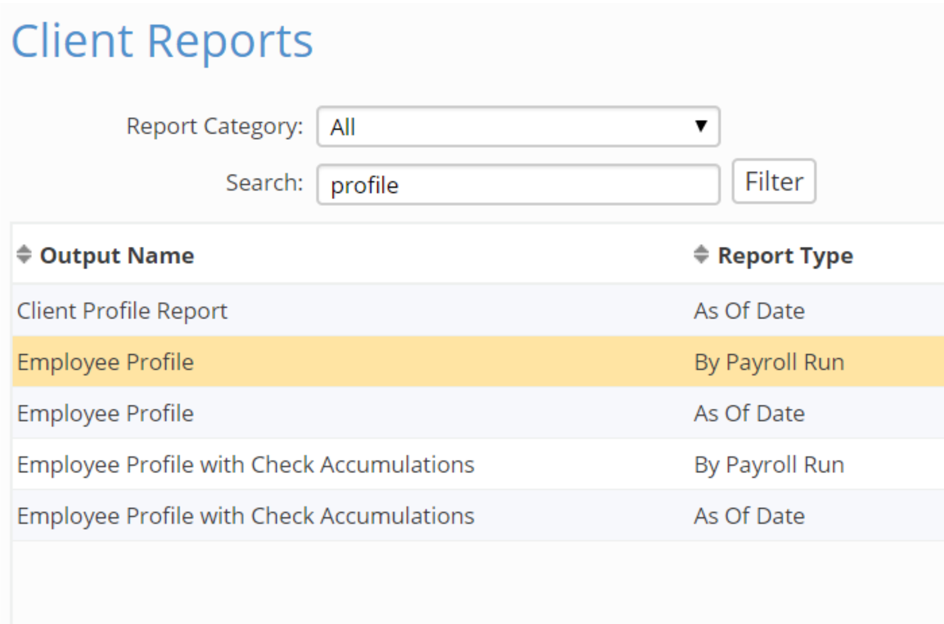
CANNED REPORTS

There are 3 places you can find canned reports within iSolved:

→ Reports On-Demand

→ Client Reports

→ Date Range Reports



Client Reports

Report Category: All

Search: profile   Filter

Output Name	Report Type
Client Profile Report	As Of Date
Employee Profile	By Payroll Run
Employee Profile	As Of Date
Employee Profile with Check Accumulations	By Payroll Run
Employee Profile with Check Accumulations	As Of Date

When searching for a report, navigate to the Client Reports field.

Check out the search bar-this will help filter the reports you're looking for!

How Do I Access My Payroll Reports In ISolved?

•If you're looking for the auto-generated payroll reports related to a recent payroll run, go to Report Archive.
•If you'd like to print paper copies of those payroll reports, it's most convenient to do it from Continuous Report Archive, where you can check off the reports you want to print and create one print file rather than printing individual reports one by one.
•If you're looking for Quarterly Reports (such as your 940, 941, or unemployment filings), you can download them from Quarterly Reports On-Demand.
•Client Reports, Date Range Reports, and Reports On-Demand have a host of other helpful reports that can be run to PDF or Excel.
•If you need a custom report, use Report Writer to write your own.

RUNNING A REPORT WITH FILTERING & SORTING

Filtering

Report Data will include all payrolls within the Quarter/Year up to and including the As Of Date.

As Of Date:

Date Type: Pay Date

Legal Company: 1000 - Acme Corporation

Pay Groups:

Employee:

Organization Level:

- Department
- Division
- Job
- Cost Center
- Location
- Division
- Location
- Department-A
- Work Center

Employee Status:

Sorting

Sort Field 1:

Sort Field 2:

Sort Field 3:

MY REPORTS QUEUE

My Reports Queue

Report Name	Status	Report Requested	Generate Begin	Generate End	Purge Date	View Report
Employee Profile	GENERATED	4/23/2019 4:28:32 PM	4/23/2019 4:28:34 PM	4/23/2019 4:28:46 PM	4/26/2019 4:28:46 PM	View Report

QUARTERLY & YEAR-END REPORTS

REPORTING

Reports On-Demand

Quarterly Reports On-Demand

REPORTING

Continuous Reports Archive

Year End Report Archive

Year End Report Archive

Year: 2017

Output Item	Batch #	Status	Print Date	Output Type
W-2 Reconcilia...		GENERATED		W-2 Reconciliat...
W2 Copy 1 DE		GENERATED		W2 Copy 1 DE
W2 Copy 1 NM		GENERATED		W2 Copy 1 NM
W2 Copy 1 OH		GENERATED		W2 Copy 1 OH
W2 Copy 1 PA		GENERATED		W2 Copy 1 PA
W2 Local Copy ...		GENERATED		W2 Local Copy ...
W2 Local Copy ...		GENERATED		W2 Local Copy ...

Refresh

W-2 Reconciliation Summary

Generate Begin: 1/4/2018 12:57:44 PM

Generate End: 1/4/2018 12:57:45 PM

View Report

Download Report

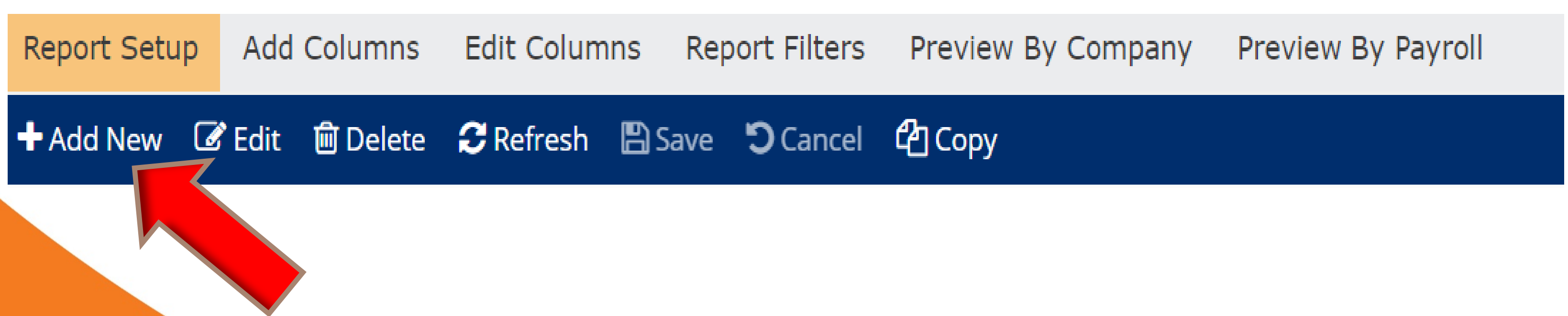
REPORT WRITER BASICS

Report Writer Pre-Work: Have a list of information you want to display on your report prior to building the report template.

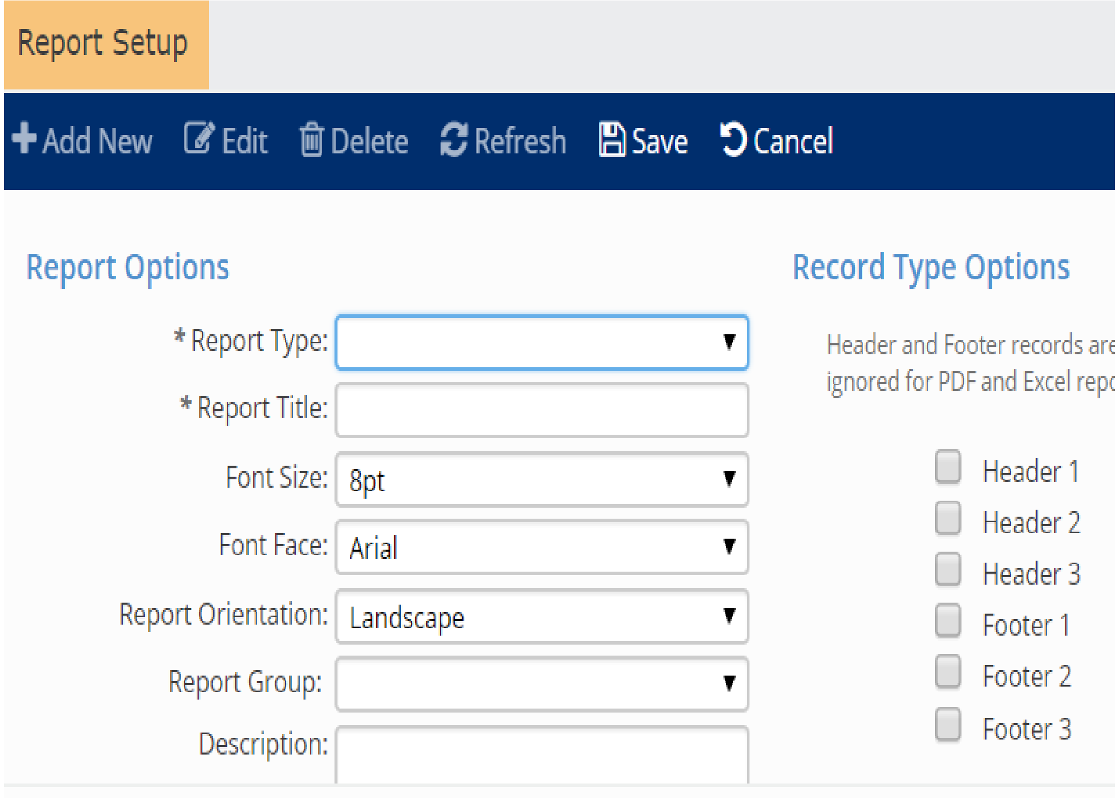
For today's example, we will be writing a simple birthday report that is exportable to Excel.

Here's my list: Birthday (masked year), employee name, number and department.

Once you have your list of items and you're ready to build, select ***+Add New*** from the Blue Action Bar.



REPORT SETUP TAB



Report Setup Tab:

→ Tables available for reporting

→ Tabs available for running reports

→ Can a report be scheduled?

REPORT TYPES

← Several Report Types Exist in this dropdown

The most frequently used report types are:

→Payroll & HR Reports

→ Time Reports (Attendance)

→ Date Range Reports

→ General Ledger & Labor Reports

*Remember-our most popular report type is the Payroll Employee Summary Report.

REPORT TYPES: HR REPORTS

HR Reports: This type of report is designed to pull in data from HR tables where there can be multiple rows per employee.   Reports are also available in Date Range Reports.

SELECTING THE REPORT TYPE

Report Type	Single or Multiple Row	Output	Scheduled?
Payroll Employee Summary Report	Single Row – Most Recent	• As Of Date • By Payroll	Yes
Date Range Employee Summary Report	Single Row – Summary	• Date Range	No
Payroll Check Detail Report	Multiple Row - One Per Check	• By Payroll	Yes
Date Range Report	Multiple Rows – One Per Item	• Date Range	No
HR Reports (Sub Report Type)	Multiple Rows – One Per Item	• Date Range	No
Labor Allocation Report (Sub Type defines output)	Multiple Rows – One Row Per Item Split by Labor Fields	• By Payroll • Date Range	Yes – By Payroll No – Date Range
Labor Expense Report (Sub type defines output)	Multiple Rows – One Row Per Item Split by Labor Fields	• By Payroll • Date Range	Yes – By Payroll No – Date Range
Payroll General Ledger Report	Multiple Rows – One Row Per GL Acct# and Detail Item	• By Payroll	Yes
Date Range General Ledger Report	Multiple Rows – One Row Per GL Acct# and Detail Item	• Date Range	No

SCHEDULED REPORT OPTION

CLIENT MANAGEMENT >> CLIENT MAINTENANCE >> SCHEDULED REPORT OPTIONS

REPORT OUTPUT

Report Output	Helpful Tips
Date Range	• Pulls all items within the date range • Multiple rows except for Date Range Employee Summary Report • Tip: Use Group By option for summarizing multiple rows • Tip: Use Totals Only Check box to get totals by each "Group By" column
By Payroll Run	• Pulls items for a specific payroll already processed • One selection for legal company-pay group combination • Current, MTD, QTD, YTD pay item and accumulator values available

EXAMPLE REPORT

Report Options

- * Report Type: Payroll Employee Summary Repc
- * Report Title: Birthday Report
- Font Size: 8pt
- Font Face: Arial
- Report Orientation: Landscape
- Report Group: Default Report Group
- Description:

PREVIEW BY COMPANY TAB

Report Setup | Add Columns | Edit Columns | Report Filters | Preview By Company | Preview By Payroll

Generate Report Go To My Reports Queue

Once your report request has been submitted you can do any of the following: Run another report, go to My Reports Queue to re for 72 hours.

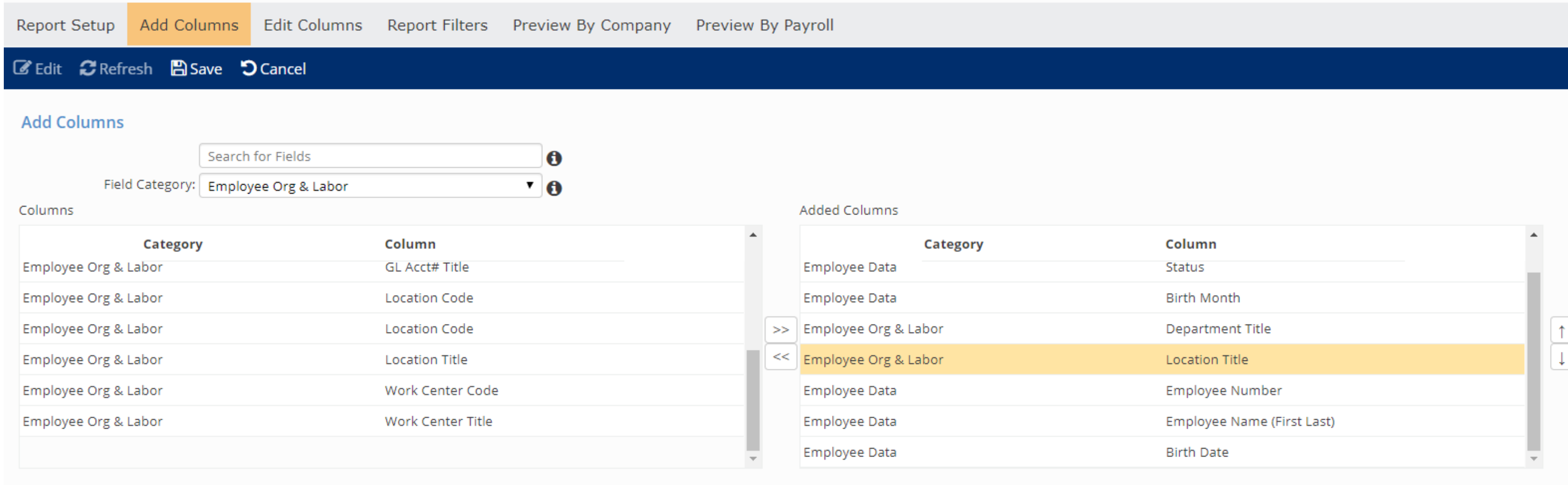
Birthday Report

Company/PayGroup: Acme Corporation - Weekly

Payroll: Regular Payroll - Pay Date: 5/25/2018 (Run #99)

Output Type: PDF

ADD COLUMNS TAB



TIP!

Field Category-if you know where to find data in iSolved, you can find it in the Report Writer Field categories!

Any field with the word EMPLOYEE means it is pulled directly from the Employee Management Tab.

Let’s talk about some other categories…

FIELD CATEGORIES

- Employee Data
- Employee Pay
- EEO / VET
- Memo Accumulations
- Check Accumulators
- Deduction Accumulators
- Benefit Accumulations
- Tax Accumulators
- Blank Columns

ADD COLUMNS TAB

Add Columns

Search for Fields

Field Category: Employee Data

Columns

Category	Column
Employee Data	Address Line 1
Employee Data	Address Line 2

>> <<

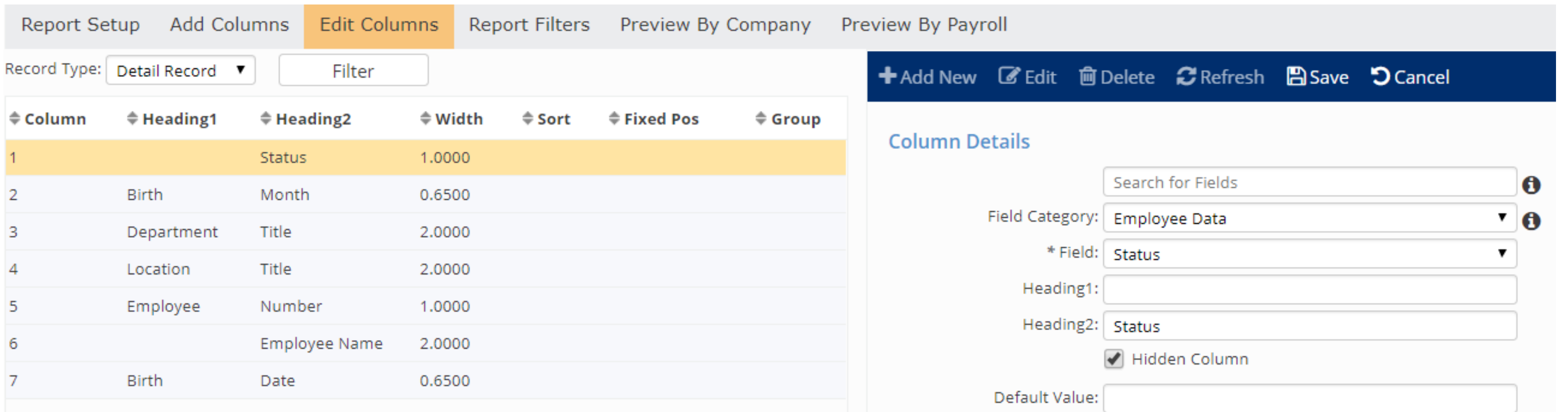
Added Columns

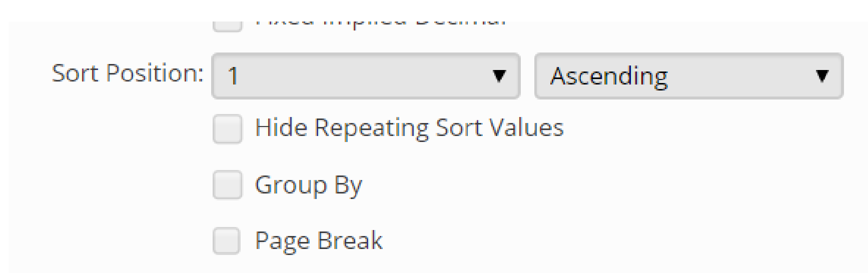
>> <<

Category	Column
Employee Data	Birth Date

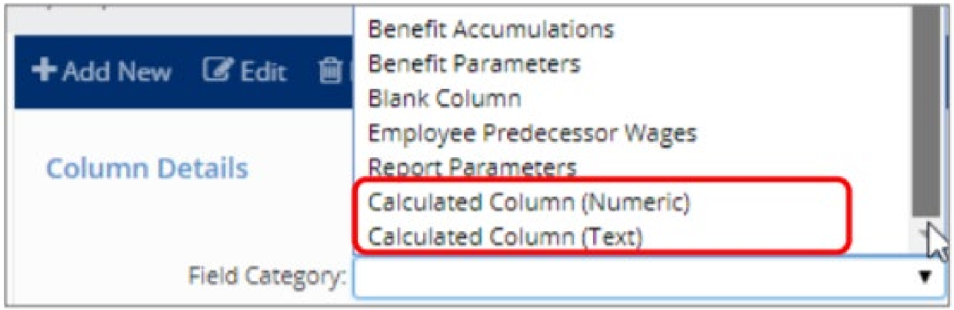
↑ ↓

EDIT COLUMNS TAB





CALCULATED COLUMNS



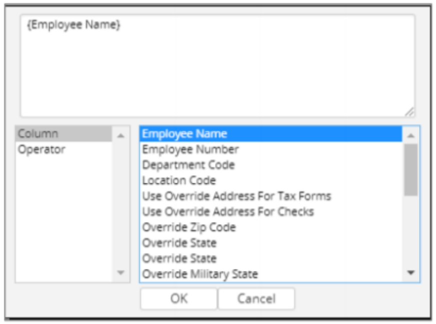
Building Expressions:

- Text (i.e.. Formatting, Truncating)
- Numeric (i.e. Adding earnings, rounding)

Syntax:

- { }
- ( )
- Function Name
- " "
- Operators (+ * / -)

- Under **Expression**, click on the icon for assistance entering the calculation example, or you may key the calculation manually.
- When you select , a pop-up box will appear allowing you to select the field (**Example:** Employee Name) and the operator.
- Double-click to select and add to the box above. See below to enter the calculation needed.



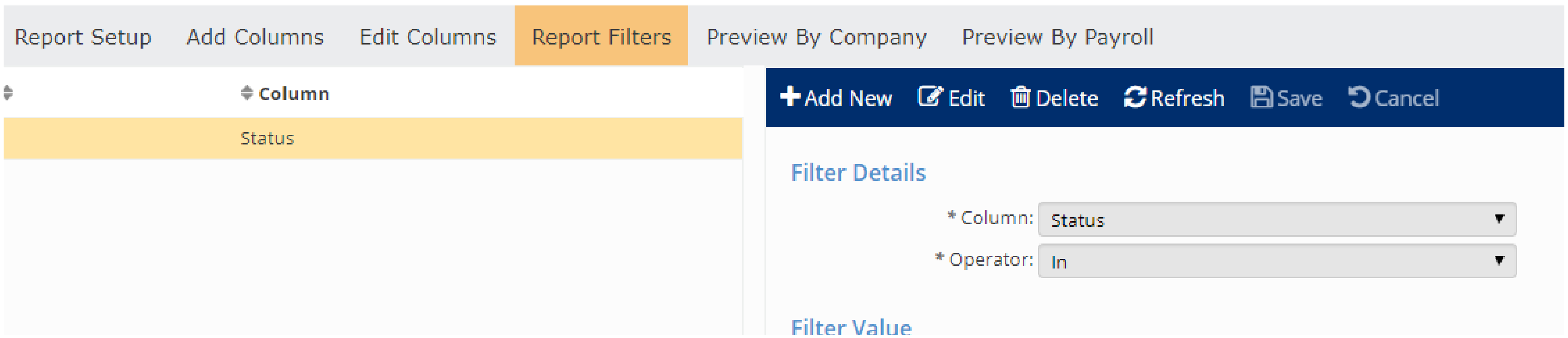
CALCULATED COLUMN EXAMPLES

Calculation	Description	Calculation Example	Original Value(s)	Result
UCASE	Returns all uppercase letters.	UCASE({Employee Name})	Joe Smith	JOE SMITH
LCASE	Returns all lowercase letters.	LCASE({Employee Name})	Joe Smith	joe smith

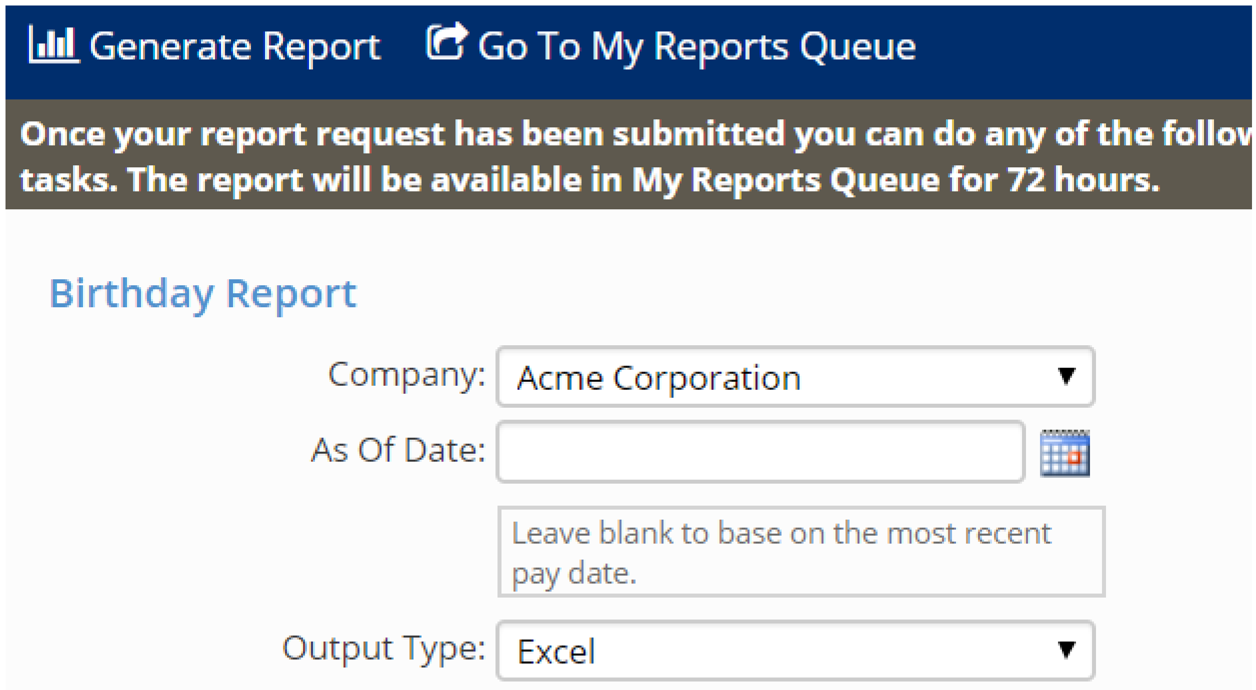
Calculation	Description	Calculation Example	Original Value(s)	Result
DateDiff	Calculates the difference between 2 dates based on a specified interval (Days, months and years). Only full months and years are counted.	DateDiff("d",{Adj Service Date},{Hire Date}) DateDiff("m",{Adj Service Date},{Hire Date}) DateDiff("yyyy",{Hire Date},{Term Date})	Hire Date = 1/21/2013 Adjusted Serv. Date = 1/1/2013 Hire Date = 1/1/2013 Adjusted Serv. Date = 6/1/2011 Hire Date = 7/4/2012 Term Date = 10/1/2014	20 days 19 months 2 years

This complete list is available on the university along with other training documentation & courses.

REPORT FILTERS



PREVIEW BY COMPANY



MY REPORTS QUEUE

My Reports Queue

iSolved | University

Report Name	Status	Report Requested	Generate Begin	Generate End	Purge Date	View Report
Birthday Report	GENERATED	4/23/2019 4:18:09 PM	4/23/2019 4:18:11 PM	4/23/2019 4:18:22 PM	4/26/2019 4:18:22 PM	View Report

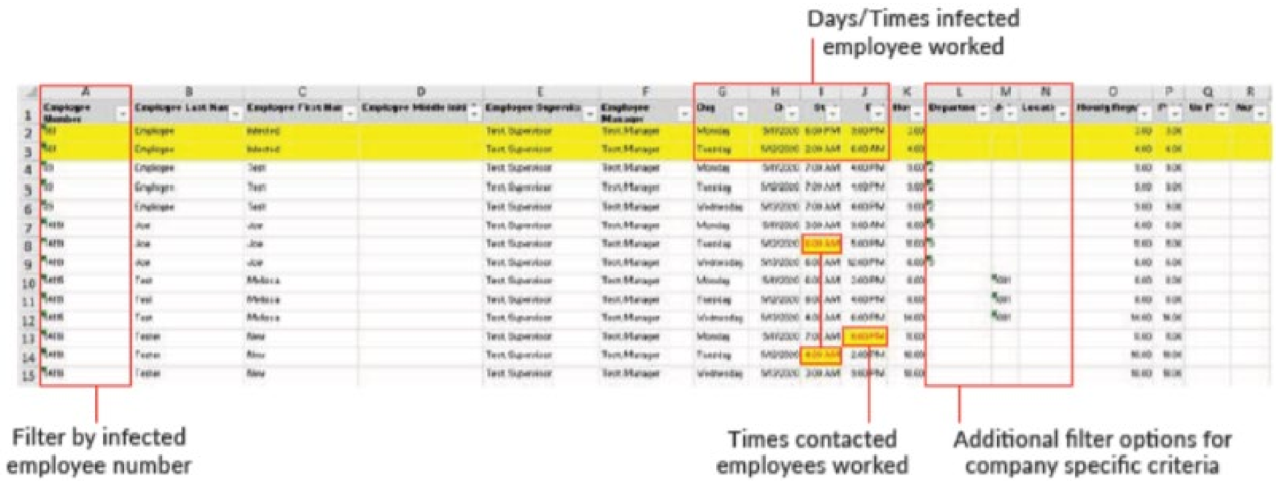
From here, you can view the report. Now that we have saved this report-it is available under the Report Writer Tab OR Client Reports.

COVID-19 REPORTING OPPORTUNITIES

- Hours Detail Report
- Quarterly Reports
- FFCRA Business Credits
- Payroll Summary/Payroll Register
- Employee Retention Tax Credit Report
- FTE by Hours Paid Report
- CARES Payroll Protection Report
- FFCRA Average Hours & Wage Report
- Payroll Protection Forgiveness Report

CONTACT TRACING:HOURS DETAIL REPORT

Tracing and identifying the people who have been in contact with someone infected with the Coronavirus is essential in containing further spread. In the workplace this process can be difficult without visibility into who was working on what schedule and with whom they have had contact with.



Our Hours Detail Report in iSolved aims to help businesses identify contacts. Using employee timeclock data, the report can be filtered to help identify potential contacts by location & time while cross-referencing with the infected employee.

CONTACT TRACING & THE HOURS DETAIL REPORT

The Hours Detail Report is easy to use. Simply run this report from Close Pay Period (for any open pay periods) for the date range needed. With this report, you can filter by department and location along with applicable days/times to see all contacts that worked with the infected employee. No health-related information is required or utilized in compiling the report.

Follow up with contacts to monitor symptoms and tests for signs of infection. Find employee contact information by going to Employee Self Service > Contact Info

QUARTERLY REPORTS

Q: My bank is asking for quarterly reports. Where in iSolved can I find these?

A: You can find these under Reporting> Quarterly Reports on Demand. It takes a bit to load, but you will be able to view and download quarterly reports for corresponding Quarters/Years. You will have access to download the full quarterly report package, including the 941, DE9, and the DE9C. The 940 is an annual Report that will be included in the 4th quarter only.

PAYROLL PREVIEW SUMMARY

When using the COVID-19 earnings codes, iSolved will automatically calculate a tax credit in the amount equal to the total of all these codes combined, along with the employer portion of Medicare tax (1.45% of gross COVID paid wages). These codes are already exempt from the employer portion of Social Security Tax (6.2% of wages).

Client ID: MargieDemo - Margie's Wine Company Inc.	**PAYROLL SUMMARY PREVIEW**	**Period Begin Date:** 3/16/2020	
Pay Group: Hourly EE	Margie's Wine Company Inc.	**Period End Date:** 3/29/2020	
Check Date: 4/3/2020		**Pay Period:** 1	
Run Date: 4/12/2020		**Payroll Type:** Regular Payroll	

***** PAYROLL FUNDING *****

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	BANK OF AMERICA, N.A.	*****0196	******7813	6	$4,578.02	$0.00
Direct Deposits	BANK OF AMERICA, N.A.	*****0196	******7813	21	$0.00	$30,764.58
Totals:				**27**	**$4,578.02**	**$30,764.58**
Tax Liabilities	BANK OF AMERICA, N.A.	*****0196	******7813		$0.00	$14,464.52
Tax Liabilities - Client's Responsibility					$9.21 #	$0.00
Third Party Checks	BANK OF AMERICA, N.A.	*****0196	******7813	1	$661.54	$0.00
Third Party Electronic Payment	BANK OF AMERICA, N.A.	*****0196	******7813	1	$0.00	$78.81
Payroll Billing	BANK OF AMERICA, N.A.	*****0196	******7813		$0.00	$15.00
Tax Adjustment (FFCR Act - FMLA)	BANK OF AMERICA, N.A.	*****0196	******7813		$0.00	($1,479.14)
Tax Adjustment (FFCR Act - SickPay)	BANK OF AMERICA, N.A.	*****0196	******7813		$0.00	($1,417.40)
Totals:				**2**	**$670.75**	**$11,661.79**
Total ACH Debit:					**Impound Date: 4/13/2020**	**$42,426.37**
Total Payroll Funding (all items):						**$47,675.14**

~ Indicates Tax Amount Not Impounded - Client's Responsibility

PAYROLL PREVIEW SUMMARY

Preview, Preview, Preview. We cannot stress this enough: Preview your payroll reports. **We recommend reviewing the first 3 reports in the Preview list at a minim – the Payroll Summary, Payroll Register & Exceptions Report.** The Exceptions report will show any employees that have deductions scheduled to be taken but do not have enough wages to have them deducted.

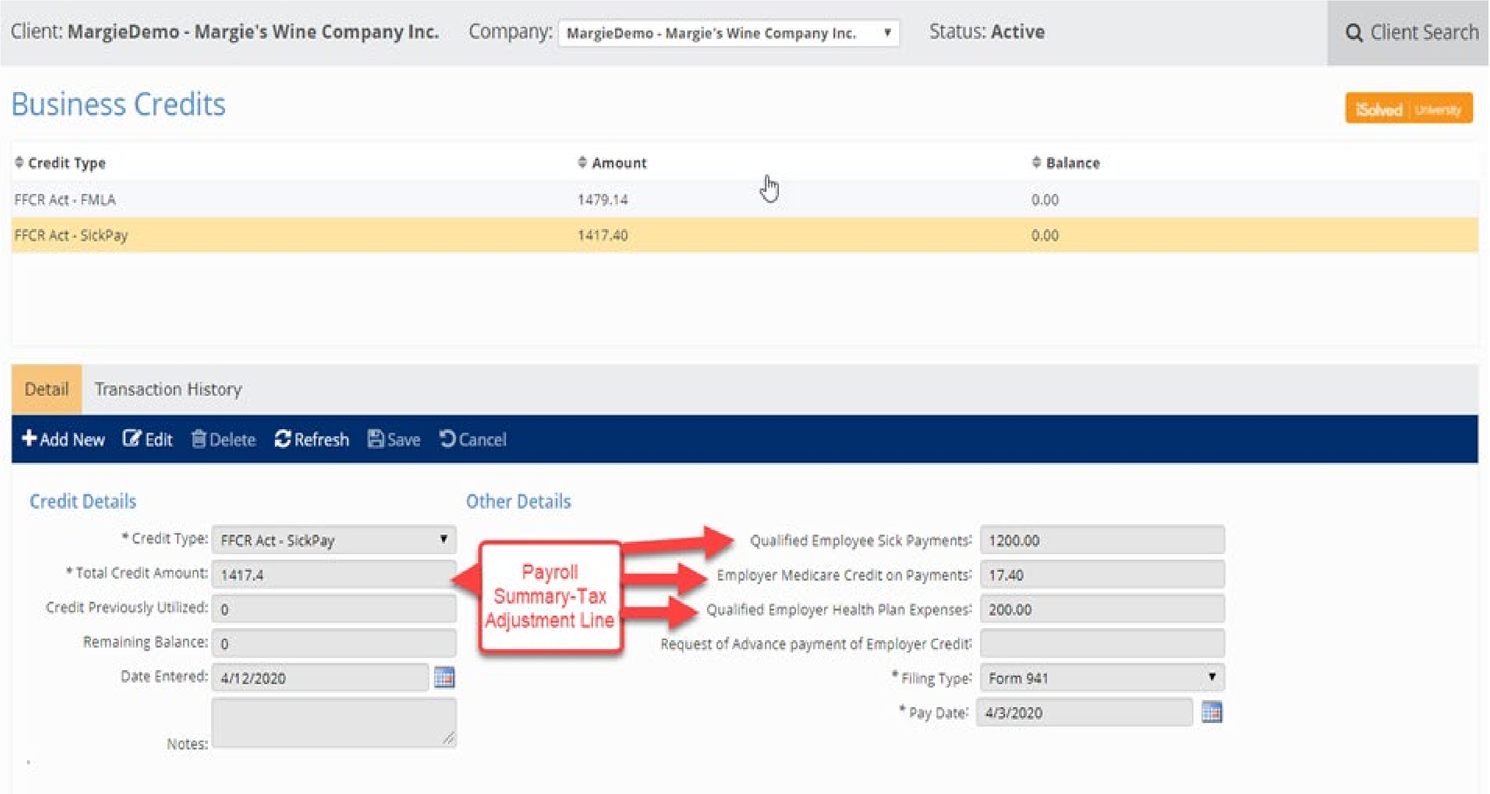
Turn on deduction arrears tracking. You can see if this is turned on for your deduction codes by navigating to Client Management > Payroll > Deductions. Click on each deduction code. Check to see if the “Apply Arrears by Default” box is checked. This will automatically catch up any money owed to the company for deductions when employees return.

BUSINESS TAX CREDITS SCREEN

- iSolved will track your credits using the Business Credit screen in iSolved.

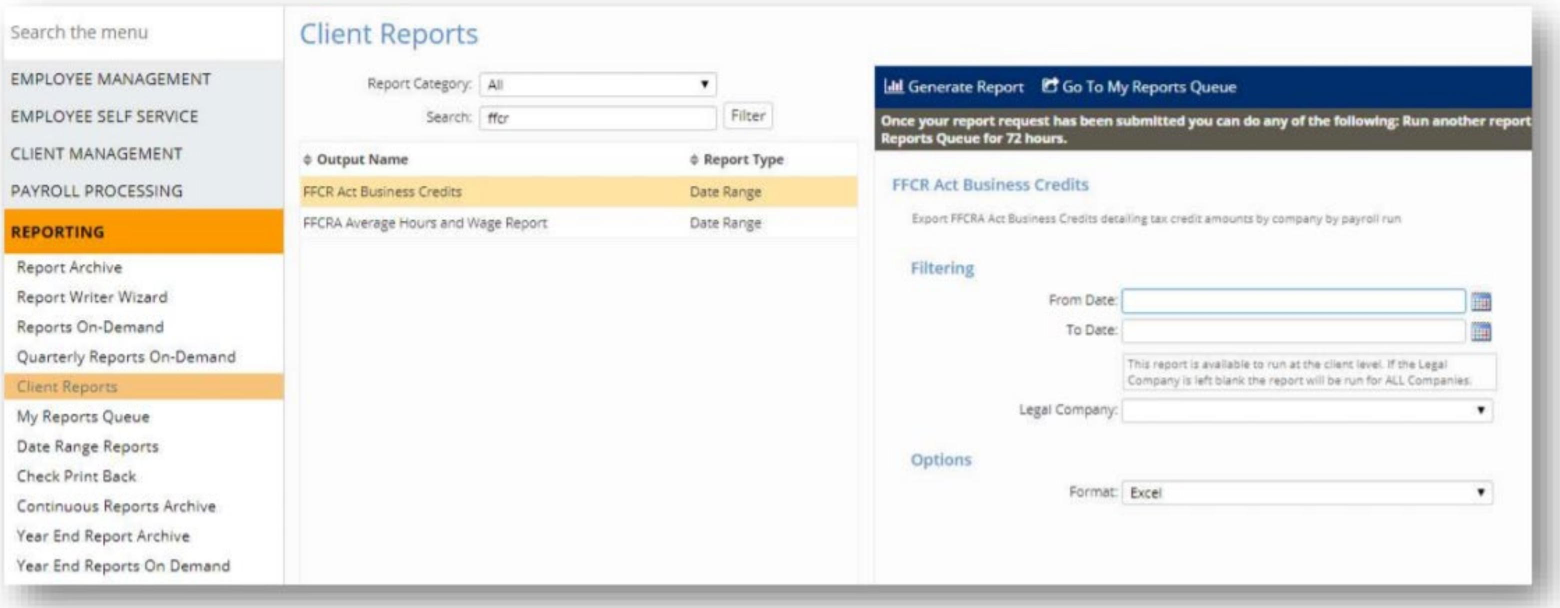
- The credit calculated will be based on:
  - Qualified Employee Family/Sick Leave Payments
  - Employer Medicare Credit on Payments
  - Qualified Employer Health Plan Expense
  - Request of Advance Payment of Employer Credit

BUSINESS TAX CREDITS SCREEN



FFCR ACT BUSINESS CREDITS REPORT

- ❑ FFCR Act Business Credits
  - ❑ Date Range report



Instructions Here!

FFCRA AVERAGE HOURS & WAGE REPORT

The "FFCRA Average Hours and Wage Report" can be used to determine the required calculations in order to properly pay an employee the following earnings:

- COVID-19 Sick
- COVID-19 Family

It will provide you with the Average Hours Worked & Average Regular Rate

Instructions:	
Average Hours Worked	Average Hours Worked is determined by dividing the Total Hours Worked by the number of weeks the employee was employed within the specified date range.
	FFCRA Hours Worked accumulator is being used to determine Hours Worked.
Average Regular Rate	Average Regular Rate is determined by dividing the Total Regular Wages Paid by the Total Hours Paid for pay periods the employee was employed within the specified date range.
	FFCRA Paid Hours accumulator is being used to determine Hours Paid. FFCRA Paid Wages accumulator is being used to determine Regular Wages Paid.
	NOTE: Total Regular Wages Paid excludes the premium portion of Overtime Earnings

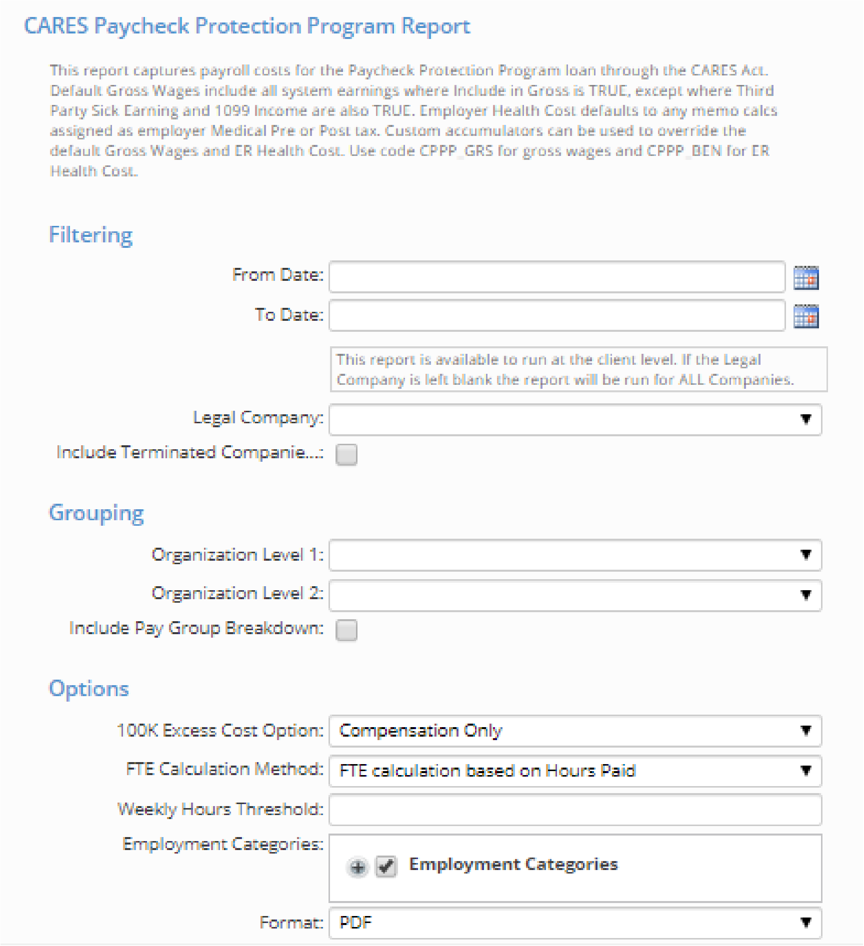
Standard Hours	Total Hours Worked	# of Weeks	Average Hours Worked	Total Wages Paid	Total Overtime Premium	Total Regular Wages Paid	Total Hours Paid	Average Regular Rate
80.0000	170	4	**42.5**	3,500.00	100.00	3,400.00	170.00	**20.0000**
80.0000	212	4	**53**	4,300.00	100.00	4,200.00	212.00	**19.8113**
80.0000	160	4	**40**	6,000.00	0.00	6,000.00	160.00	**37.5000**
80.0000	160	4	**40**	6,000.00	0.00	6,000.00	160.00	**37.5000**
86.6700	86.67	2.14	**40.5**	2,000.00	0.00	2,000.00	86.67	**23.0760**
40.0000	64	3	**21.33**	1,280.00	0.00	1,280.00	64.00	**20.0000**
80.0000	48	4	**12**	480.00	0.00	480.00	48.00	**10.0000**
80.0000	77	4	**19.25**	1,590.00	50.00	1,540.00	77.00	**20.0000**

Instructions Here!

CARES PAYCHECK PROTECTION PLAN REPORT

The CARES Paycheck Protection Program Report was created to assist employers in providing their lenders with the applicable payroll information that is needed for the application for the Small Business Administration backed loans titled Paycheck Protection Program (PPP).

Instructions Here!



EMPLOYEE RETENTION TAX CREDIT REPORT

This report was designed to track the qualified wages and health care expenses related to the CARES Act Employee Retention Credit. The report tracks per-employee based on the total qualified wage and qualified health expenses, the available credits minus the credit taken to date, and the remaining credits available.

Reach out to support if this is something you want to take advantage of.

FTE BY HOURS PAID REPORT

The intent of this report is to allow the user to enter a date range and an hours threshold for the report to calculate the number of Full-Time Equivalents (FTEs)

- Options to identify:
  - Date range
  - Use of period end date or check date in the calculation
  - Hours threshold for the date range selected
    - The hours will need to be entered to coincide with the date range, so for example, if the weekly hours threshold is 30 to determine an FTE and the report is run with a date range that spans 4 weeks, 120 will be the value in the hours threshold

(Available to run by pay group)

Instructions Here!

PAYCHECK PROTECTION FORGIVENESS LOAN REPORT

The first draft was issued right before the new SBA guidance was released so this first draft was based on initial guidance received and we have changes that need to be made to this report. We are currently testing this in our environment and will update you when it will be available to you with instructions.

- AICPA PPP Recommendations

WEBINARS TO COME

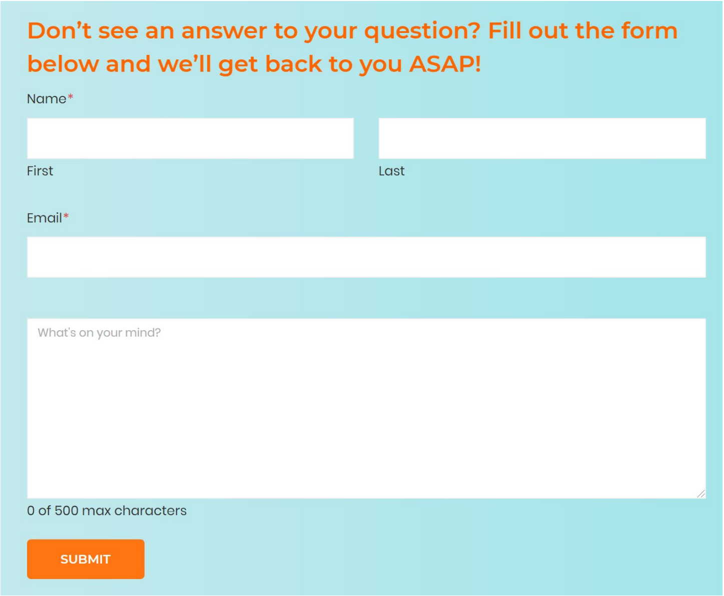
Understanding the New PPP Loan Forgiveness Application

Thursday, 5/21 @ 11am – 12pm

• Overview of the biggest changes to Loan Forgiveness resulting from the new Loan Application
• Review of the Step-by-Step SBA instructions to calculate Loan Forgiveness
• How to gather the information from iSolved

MORE COVID-19 QUESTIONS?

Reach out to your CTR Support Representative or submit your question on our COVID-19 INFO PAGE to receive the answer to your most-pressing questions.


Don't see an answer to your question? Fill out the form below and we'll get back to you ASAP!

Name*

First

Last

Email*

What's on your mind?

0 of 500 max characters

SUBMIT

From all of us at CTR

→Stay SAFE from COVID-19

→Stay SMART and INFORMED

→Stay KIND and support one another

To download informative and supportive COVID-19 posters & signs for your employees, please visit the World Health Organization @ https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public