

# Payroll Reports & Details

How to Run Payroll Reports in SGA  
**and**

How to Look up the Payroll Details in DayForce

Metro YMCAs of the Oranges

11/2/18

# Agenda

1. Run the payroll reports in SGA
2. Look up the corresponding payroll details in DayForce.
3. How to get more help!

# 1. How to Run the Payroll Reports in SGA

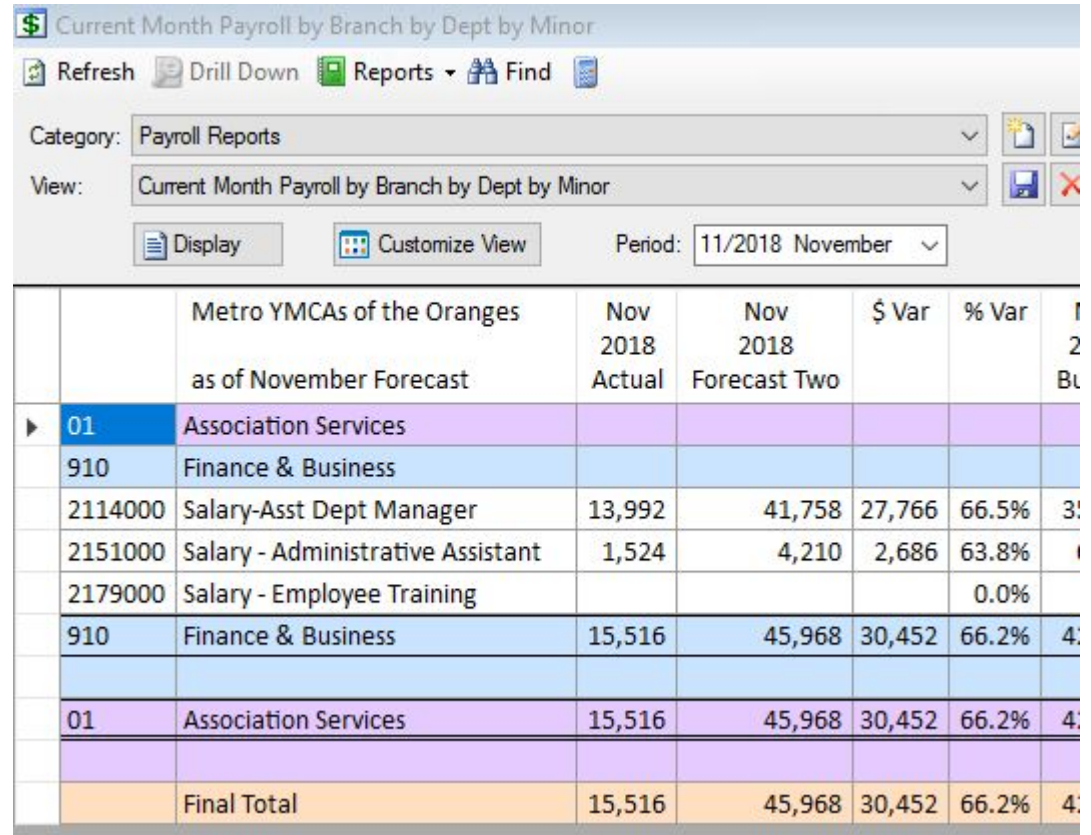
SGA > Reporting >

Financial Statements :

Category: Payroll

Reports; View: Pick one >

Select the current period



The screenshot shows a software interface for generating payroll reports. The title bar reads "Current Month Payroll by Branch by Dept by Minor". Below the title bar are several controls: "Refresh", "Drill Down", "Reports", "Find", and a "Period" dropdown set to "11/2018 November". The "Category" is set to "Payroll Reports" and the "View" is set to "Current Month Payroll by Branch by Dept by Minor". There are also "Display" and "Customize View" buttons.

	Metro YMCAs of the Oranges	Nov 2018 Actual	Nov 2018 Forecast Two	\$ Var	% Var	
	as of November Forecast					
▶ 01	Association Services					
910	Finance & Business					
2114000	Salary-Asst Dept Manager	13,992	41,758	27,766	66.5%	3:
2151000	Salary - Administrative Assistant	1,524	4,210	2,686	63.8%	1
2179000	Salary - Employee Training				0.0%	
910	Finance & Business	15,516	45,968	30,452	66.2%	4:
01	Association Services	15,516	45,968	30,452	66.2%	4:
	Final Total	15,516	45,968	30,452	66.2%	4:

## 2. How to Run the Payroll Details in DayForce

Internet Explorer > Metro Y Staff  
Site > DayForce

Log in to DayForce in your Manager  
Role


Go to Hamburger Menu >  
Timesheets > Reports >

Select a Report from the eReport  
Library window that pops up

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### ▼ Report Library

#### ▼ Time & Attendance

 Employee Hourly Pay Summary by  
Dept and GL

 Exempt Pay Summary By Dept and  
GL

# Employee Hourly Pay Summary by Dept and GL

Run > Enter pay period Start and End > Select Location a.k.a. Department(s) > Run Report. Open it in Excel and add a total.

## Employee Hourly Pay Summary by Dept and GL

### Filters

Effective Start	*	10/14/2018	
Effective End	*	10/27/2018	

And	Department Name	In	<input type="text" value="Please select a value"/>	0 Selected
And	Location Name	In	<input type="text" value="Association Services - Finance"/>	
And	Position Name	In	<input type="text" value="Please select a value"/>	0 Selected
And	Employee Display Name	In	<input type="text" value="Please select a value"/>	

# Excel Version of Employee Hourly Pay Summary by Dept and GL

Open report in Excel and add a total.

	A	B	C	D	E	
	Location Name	Position Ledger Code	Employee Display Name	Employee Pay Summary Net Hours	Pay Amount	
1	Association Services - Finance	2151	Lucy Van Pelt	12.000	780.000	
2	Association Services - Finance	2151	Linus Van Pelt	11.500	744.100	
3				Total	\$1,524.10	
4				You have to add your own total!		
5						
6						


# Exempt Pay Summary by Dept and GL

Run > Enter pay date > Select Location a.k.a. Department(s) > Run Report. Open it in Excel and add a total.

## Exempt Pay Summary By Dept and GL

### Filters

	As of Date	*	11/2/2018
And	Pay Class Name	Equal	Full Time
And	Employment Status Name	Equal	Active
And	Pay Type Name	Equal	Salaried(Exempt)
And	Location	In	Association Services - Finance
And	Employee Name	In	<a href="#">0 Selected</a> Please select a value

# Excel Version of Employee Hourly Pay Summary by Dept and GL

Open report in Excel and add a total.

A	B	C	D	E
Location	Position Ledger Code	Employee Name	GL %	Cost per Pay
Association Services - Fir	2114	Peppermint Patty	20%	\$1,567.82
Association Services - Fir	2114	Sally Brown		\$1,450.84
Association Services - Fir	2114	Woodstock		\$1,547.48
Association Services - Fir	2114	Franklin		\$1,657.31
Association Services - Fir	2114	Pigpen		\$1,194.67
Association Services - Fir	2114	Charlie Brown		\$1,432.80
Association Services - Fir	2114	Marcie		\$1,192.31
Association Services - Fir	2114	Schroeder		\$1,194.67
Association Services - Fir	2114	Violette		\$1,415.57
Association Services - Fir	2114	Little Red-Haired Girl		\$1,338.46
			Total	\$13,991.94
You have to add your own total!				



# 3. How to get more help?

For **payroll** assistance: Call 973.758.9622 x113 or email [jmateo@metroymcas.org](mailto:jmateo@metroymcas.org) or [lsims@metroymcas.org](mailto:lsims@metroymcas.org)

For **HR** assistance: Contact the HR Generalist for your branch:

Jacqueline Silva: 973.758.9622 x127 or email her at [jsilva@metroymcas.org](mailto:jsilva@metroymcas.org)  
01 AS , 60 FVL , 70 WEY, 80 SMY

Betlihem Giref 973.758.9622 x124 or email her at [bgiref@metroymcas.org](mailto:bgiref@metroymcas.org)  
20 GBY, 40 EOY, 50 WAY, 90 SCY

For **budgeting or forecasting** assistance:

973.750.4236, seven days a week, 8:00 a.m. to 10:00 p.m. (If you need to leave a message, someone will call you back in an hour or the next business day if after 10:00 p.m.) or email [avural@metroymcas.org](mailto:avural@metroymcas.org) or [smalone@metroymcas.org](mailto:smalone@metroymcas.org)