

How to Run a Detailed Pay Summary Report

(for actuals)

As of May 3, 2018

I. For Hourly Employees

- a. **Dayforce** > My Timesheets > Reports > Pay Summary Report
- b. **Select Pay Group First:** 1st filter option, select BW Hourly Pay Group
- c. **Date:** "selected period" option should be selected and choose from the drop down menu the period you would like to review
- d. **Options:** this will determine how detailed the report will be. Check the "show summary" box only for a 1 page report with totals for the branch. Check employee details and punches if you would like to see more info for the individual employee shifts
- e. **Employees:** All Employees, or you can run the report for a specific employee
- f. **Job:** leave blank, or filter to a specific job if you choose.
- g. **Department:** leave blank for all employees you manage, or select the department if you are looking to narrow down your search
- h. **Pay category, Pay code, Pay Type, Status:** leave as is
- i. **Sort:** this is your preference
- j. **Group By:** Department, will give you each dept. summary
- k. **Format:** You can choose to run this as a PDF or Excel document, PDF is usually best for this specific report