

How to Run a Hourly Pay Summary By Dept. & GL

As of May 3, 2018

This report will show you the Employee Hourly Pay summary by Department and GL code (Chart of Accounts), along with the Employee names and hours

- I. To run this report, you will go to the TIMESHEETS screen, under the REPORTS list Click the *Employee Hourly Pay Summary by Dept. and GL* once to see the options in the right hand side of the screen
- II. Once the report loads, select the "Run" option

The screenshot shows the 'Employee Hourly Pay Summary by Dept and GL' report interface. On the left is a 'Report Library' with categories 'Time & Attendance' and 'Fixed Format Report'. The 'Employee Hourly Pay Summary by Dept and GL' report is selected. The main area shows a 'Run' button, a 'Preview' section with a sample of data, and a 'Details' tab with the following information:

Category	Time & Attendance
Topic	Employee Pay Summary with Labor Metrics without Manager
Topic Type	V2
Created By	Jessica Mateo
Updated By	Jessica Mateo
Created Date	4/25/2018 4:10:34 PM
Updated Date	4/25/2018 4:10:35 PM

- III. This will open the Filter Dialog Box. The required fields are the Start and End Dates. Remember to always use the **Pay Period Dates** and not the Paycheck dates for accurate results

The screenshot shows the 'Filters' dialog box. It has two main sections: 'Filters' and 'Output Options'. The 'Filters' section includes:

Effective Start	*	4/15/2018	
Effective End	*	4/28/2018	
And Department Name	In	Please select a value	0 Selected
And Location Name	In	Select an Option...	
And Position Name	In	Please select a value	0 Selected
And Employee Display Name	In	Please select a value	0 Selected
And Pay Group Name	Equal	BW Hourly Pay Group	
And Pay Category Name	In	Classes, Hol1.0, Hol1.5, Hol2.0, OT1.5, OT2.0, Prem, Reg	

The 'Output Options' section includes:

- Report Header Display Name: [Empty field]
- Include filter criteria
- Only include unique records
- Max Number of Records: 20000
- Output Format: Excel 2007+ (XLSX)

The 'Page & Format Options' section includes:

- Excel Format:
 - Suppress formatting in Excel output
 - Suppress formatting - Include Totals in Output
- PDF Format:
 - Orientation: Select an Option...
 - Paper Size: Select an Option...
 - Repeat column headers on each page

Buttons: Run Report, Cancel

- IV. Enter the time period you wish to view. You may use additional filters if you have more than one department or jobs that you are looking to view. Otherwise, simply select RUN to generate the report. You will receive a message in your inbox when the report is ready.

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