Reporter Writer Types

The report type is a field that can not be changed after creating the report so selecting the appropriate report type is very important to avoid future frustration when writing a custom report. The available report types are:

- Payroll Employee Summary Report – Displays a single row of data for each employee. This is the most used report type and is generally used to get general information about employees. All employees will be included in the report, regardless of status unless a filter is applied.
  - Common Filtering: Gross Wage (not equal to zero), Net Pay (not equal to zero), Check Type
- Payroll Check Detail Report – Displays a single row of data for each check the employee has for the selected payroll. Check accumulation fields display as they were on the specific payroll run. Employees not paid during the payroll will be listed but can be removed using a filter.
  - Common Filtering: Gross Wage (not equal to zero), Net Pay (not equal to zero), Check Type
- Date Range Report – Contains multiple rows of data for each employee (one row of data for each check the employee is issued within the date range. If an employee has no checks in the specified date range, they will appear on the report once with blank or zero in the check related columns unless removed using a filter.
  - Common Filtering: Gross Wage (not equal to zero), Net Pay (not equal to zero), Check Type
- Date Range Employee Summary Report – Summarizes all checks issued to an employee within a specified date range. The summary of the employee check information will be listed on a single row representing the total for the employee in the date range. If an employee has no checks in the specified date range, they will appear on the report with blank or zero in the check-related columns unless removed using a filter.
  - Common Filtering: Gross Wage (not equal to zero), Net Pay (not equal to zero)
- HR Reports – Returns 1 row of data for each record of each employee. If the employee has no asset records, they will appear on the report and all asset columns will be blank unless removed via a filter.
  - Common Filtering: Date Assigned >= From Date, Date Assigned <= To Date, Date Returned, Asset Type
Labor Allocation

- **Date Range Labor Allocation** – Returns 1 row per employee labor value combination from labor history based on the date range. The labor items (earnings, deductions, taxes, etc.) included on this report are displayed in columns across the report and are summarized based on the labor fields selected in the report.
  - Common Filtering: Labor Values

- **Payroll Labor Allocation** – Returns 1 row per employee labor value combination for the pay period. The labor items (earnings, deductions, taxes, etc.) included on this report are displayed in columns across the report and are summarized based on the labor fields selected when running the report.
  - Common Filtering: Labor Values