

XCELHR Info System

Sample Standard Reports

View 'Comprehensive EE Report' Back Record 1 of 4 Sort by: [Report] ASC	See page 13
View 'Detail Cost by Department' Back Record 2 of 4 Sort by: [Report] ASC	See page 14
View 'Employee Check Register' Back Record 3 of 4 Sort by: [Report] ASC	See page 15
View 'Invoice' Back Record 4 of 4 Sort by: [Report] ASC	See page 16

Custom Reports

Select Fields For Custom Report

All Fields

- Benefit Setup
- Check History
- Check Stub
- Deduction Setup
- Deductions
- Dependents
- Direct Deposit
- Employee Business Expenses
- Employee Check Detail
- Employee Information
- Employee PTO
- Employee User-Defined Fields
- Employer Paid Benefits
- Federal Tax
- Inactive Reasons Setup
- Job Costing Codes
- Licenses and Certifications
- Local Tax
- Pay Code Setup
- Pay Codes
- Pay Rate Changes
- Payrate History
- Reviews
- Section 125 Balances
- Section 125 Payment History
- State Tax
- Successor Taxes (Federal)
- Successor Taxes (SUTA)
- Training
- Training Comments
- Transaction History
- Workers Comp Setup
- Workers Comp Code Description
- State

All Fields

All Fields

- Benefit Setup**
 - Benefit Code
 - Description
 - Inactive
 - Start Date
 - End Date
 - Method
 - Transaction Required
 - Frequency
 - Plan Name
 - Max Period
 - Max Month
 - Max Year
 - Max Life
 - Amount
 - Percent Rate

All Fields

- Check History**
 - Employee ID
 - Payment ID
 - Client ID
 - Invoice Number
 - Date
 - Check Number
 - Pay Period Start Date
 - Pay Period End Date
 - Gross Wages
 - Federal Tax
 - FICAMed
 - FICASS
 - State Tax
 - Local Tax
 - Deductions
 - Benefits
 - Net Pay
 - Deposit Amount
 - Check Amount

All Fields

- Check Stub**
 - Employee ID
 - Payment ID
 - Check Number
 - Check Date
 - Start Pay Period
 - End Pay Period
 - Vacation
 - SickTime
 - Personal Message 1
 - Personal Message 2
 - Personal Message 3
 - Company Message 1
 - Company Message 2
 - Company Message 3

All Fields

- Deduction Setup**
 - Deduction Code
 - Description
 - Inactive
 - Start Date
 - End Date
 - Method
 - Transaction Required
 - Frequency
 - Plan Name
 - Max Period
 - Max Month
 - Max Year
 - Max Life
 - Amount
 - Percent Rate

All Fields

- Deductions**
 - Employee ID
 - Deduction Code
 - Description
 - Inactive
 - Information
 - Start Date
 - Transaction Required
 - Deduction Method
 - Amount
 - Percentage
 - YTD
 - Plan Name
 - Maximum Per Pay Period
 - Maximum Per Month
 - Maximum Per Year
 - Maximum For Life of Deduction
 - Pay Period

All Fields

- Dependents**
 - Employee ID
 - First Name
 - Middle Name
 - Last Name
 - Social Security Number
 - Birthdate
 - Gender
 - Relationship
 - Lives With Employee
 - Over age Student
 - Disabled
 - Comment

All Fields

- Direct Deposit**
 - Employee ID
 - Bank ID
 - Bank Name
 - Bank Transit Number
 - Bank Account
 - AccountType
 - Deposit Option
 - Pay Code
 - Amount
 - Percentage
 - Precheck
 - Inactive

All Fields

- Employee Business Expenses**
 - Employee ID
 - RDE ID
 - Date
 - Expense Type
 - Vendor
 - Pay Code
 - Amount
 - Note
- Employee Check Detail**
 - Employee ID
 - Payment ID
 - Code Type Description
 - Rate
 - Hours Units
 - Amount
 - YTD
 - Code Type

All Fields

- Employee Information**
 - Client ID
 - Employee ID
 - Employee Class
 - Inactive
 - Last Name
 - Middle
 - First Name
 - Address Code
 - Street
 - Address2
 - ZIP
 - City
 - State
 - Country
 - County
 - Start Date with PEO
 - Original Hire Date
 - Birthdate
 - Social Security Number
 - Phone
 - Phone Work
 - Employment Status
 - Department
 - Department Description
 - Position Description
 - Position
 - Default JBS
 - Ethnic Origin

- Gender
- Marital Status
- Nickname
- Alternate Name
- Email
- Emergency Contact
- Emergency Phone
- SUTA State
- Workers Comp
- Minimum Net Pay
- Work Hours Per Year
- User-Defined 1
- User-Defined 2
- Calculate Minimum Wage
- Balance
- Pay Period
- Termination Date
- Termination Reason Code
- Termination Reason Description
- Regular Start Time
- Regular End Time
- Regula Hours Monday
- Regular Hours Tuesday
- Regular Hours Wednesday
- Regular Hours Thursday
- Regular Hours Friday
- Regular Hours Saturday
- Regular Hours Sunday
- Smoker

- Citizenship
- 19 Verified
- 19 Reverification Date
- Visa Type
- Visa Expiration Date
- Vietnam Veteran
- Military Service Code
- Disabled Veteran
- Handicapped Code
- High Compensation
- HighCompDesc
- Job Category
- Seniority Date
- Part-time
- Next Review Date
- Drivers License Number
- Drivers License State

All Fields

All Fields

- Employee PTO
 - Employee ID
 - PTO Type
 - Description
 - Accrue
 - Accrual Method
 - Available Hours
 - Accrual Amount
 - Accrual Hours Per Year
 - YTD Hours Accrued
 - Max Accrual YTD
 - Anniversary Carry Over
 - Max Carry Over Hours
 - Wait Period To Begin Accrual
 - Wait Period To Use Accrual
 - Last Anniversary Date
 - Anniversary Based On

All Fields

- Employer Paid Benefits
 - Employee ID
 - Benefit Code
 - Description
 - Inactive
 - Information
 - Start Date
 - Transaction Required
 - Benefit Method
 - Amount
 - Percentage
 - YTD
 - Plan Name
 - Maximum Per Pay Period
 - Maximum Per Month
 - Maximum Per Year
 - Maximum For Life of Benefit
 - Pay Period

All Fields

- Federal Tax
 - Employee ID
 - Filing Status
 - Exemptions
 - Additional
 - Estimated
 - YTD Federal
 - YTD FICASS
 - YTD FICAMED
 - Default State Code
 - Default Local Code

All Fields

- Inactive Reasons Setup
 - Reason ID
 - Description
- Job Costing Codes
 - Client ID
 - Job Name
 - PO Number
 - Phase
 - Task
 - SubTask
 - Description
 - Inactive
 - Budget Amount
 - Workers Comp Code
 - Pay Rate
 - Job Costing Index ID
- Licenses and Certifications
 - Employee ID
 - License ID
 - License Description
 - License Number
 - Effective Date
 - Expiration Date
 - Comment
 - Inactive

All Fields

- Local Tax
 - Employee ID
 - Local ID
 - Inactive
 - Automatic
 - Primary Code
 - Reciprocal Code
 - Filing Status
 - Exemptions
 - YTD
- Pay Code Setup
 - Pay Code
 - Description
 - Inactive
 - Pay Type
 - Base Pay Record
 - Pay Rate Amount
 - Pay Unit
 - Pay Period
 - Plan Name
 - Max Period
 - Max Month
 - Max Year
 - Max Life
 - Shift Code
 - Do Not Allow Employee Time Entry

All Fields

- Pay Codes
 - Employee ID
 - Pay Code ID
 - Description
 - Inactive
 - Type of Pay
 - Pay Rate
 - Pay Unit
 - Pay Period
 - YTD
 - Based On Pay Code
 - Plan Name
 - Maximum Per Pay Period
 - Maximum Per Month
 - Maximum Per Year
 - Maximum Per Life
 - Shift Codes
- Pay Rate Changes
 - Employee ID
 - Pay Code
 - Change Type
 - Change Amount
 - Change Percent
 - Effective Date
 - Changed By
 - Date Changed
 - Reason
 - Annual Compensation

All Fields

- Payrate History
 - Employee ID
 - Pay Code
 - Effective Date
 - Old Amount
 - New Amount
 - Change Percentage
 - Annual Compensation
 - Changed By
 - Date Changed
 - Reason Changed
- Reviews
 - Employee ID
 - Incident Number
 - Date Time
 - Manager
 - Type of Review
 - Action
 - Rating
 - Created By
 - Created Date & Time
 - Modified By
 - Modified Date & Time

All Fields

- Section 125 Balances
 - Deduction Code
 - Year
 - Enrolled Amount
 - Collected Amount
 - Paid Amount
 - Collected Balance
 - Paid Balance
- Section 125 Payment History
 - Employee ID
 - Deduction Code
 - Year
 - Date Paid
 - Payment Amount
 - Description
 - Vendor
- State Tax
 - Employee ID
 - State
 - Inactive
 - Marital Status
 - Dependents
 - Additional
 - Additional Amount
 - YTD

All Fields

- Successor Taxes (Federal)
 - Employee ID
 - Year
 - Use
 - FICA SS Wages
 - FICA SS Withheld
 - FICA Med Wages
 - FICA Med Withheld
 - FUTA Wages
- Successor Taxes (SUTA)
 - Employee ID
 - Year
 - State
 - SUTAWages
- Training
 - Employee ID
 - Type
 - Status
 - Renewal Date
- Training Comments
 - Employee ID
 - Type
 - Sequence Number
 - Description
 - Rating
 - Start Date
 - Completion Date
 - Comment

All Fields

- Transaction History
 - Employee ID
 - Payment ID
 - Check Number
 - Type of Pay
 - Pay Code
 - Amount
 - Units
 - Check Date
 - Department
 - Position
 - State
 - Local
 - Workers Comp Code
 - Shift Code
 - Premium
- Workers Comp Setup
 - Workers Comp Code
 - Description
 - State

Ranges:

Client Number: 030
 Client Name: Lights and Laser Inc
 Transaction Number: SALES000000000017
 Invoice Number: 17

Employee Name	Gross Pay/Tips	FICA Med	FICA SS	Bus. Exp.	Emp. Ben.	W/C	FUTA	SUTA
Department: 030001 Laser Process Hourly								
Baker, Allen	\$520.00	\$7.54	\$32.24	\$0.00	\$18.20	\$11.08	\$32.24	\$20.70
					OTHER TAXES			\$0.00
					AGENCY CREDITS			\$0.00
					Total:			\$642.00
Baker, Christopher	\$380.00	\$5.51	\$23.56	\$0.00	\$0.00	\$8.09	\$23.56	\$15.12
					OTHER TAXES			\$0.00
					AGENCY CREDITS			\$0.00
					Total:			\$455.84
Brown, Eric	\$440.00	\$6.38	\$27.28	\$0.00	\$0.00	\$9.37	\$27.28	\$17.51
					OTHER TAXES			\$0.00
					AGENCY CREDITS			\$0.00
					Total:			\$527.82
Campbell, Tina	\$840.00	\$12.18	\$52.08	\$0.00	\$91.22	\$17.89	\$52.08	\$33.43
					OTHER TAXES			\$0.00
					AGENCY CREDITS			\$0.00
					Total:			\$1,098.88
Dewitt, Robert	\$500.00	\$7.25	\$31.00	\$0.00	\$79.32	\$10.65	\$31.00	\$19.90
					OTHER TAXES			\$0.00
					AGENCY CREDITS			\$0.00
					Total:			\$679.12
Haas, Katie	\$560.00	\$8.12	\$34.72	\$0.00	\$0.00	\$0.73	\$34.72	\$22.29
					OTHER TAXES			\$0.00
					AGENCY CREDITS			\$0.00
					Total:			\$660.58
Jonathan, Walters	\$780.00	\$11.31	\$48.36	\$0.00	\$0.00	\$16.61	\$48.36	\$31.04
					OTHER TAXES			\$0.00
					AGENCY CREDITS			\$0.00
					Total:			\$935.68
Kingston, Richard	\$1,000.00	\$14.50	\$62.00	\$0.00	\$0.00	\$2.02	\$62.00	\$53.00
					OTHER TAXES			\$0.00
					AGENCY CREDITS			\$0.00

**Xcel HR Demo Company
Employee Check Register**

Ranges:

Payroll Processor: ShirleyS
Client: 030 Lights and Laser Inc
Invoice Number: 17

Employee ID	Employee Name	Dept.	Gross Wages	Rept Tips	FIT	FICA/Med	FICA/SS	SIT	LIT	Deductions	Benefits	Net Wages	Check No.	
MA-030-001	Tina C Campbell	030001	\$840.00	\$0.00	\$99.75	\$11.67	\$49.91	\$35.95	\$0.00	\$77.07	\$91.22	\$565.65	446	
MA-030-002	Robert Dewitt	030001	\$500.00	\$0.00	\$33.80	\$6.74	\$28.83	\$14.60	\$0.00	\$60.07	\$79.32	\$355.96	236	
MA-030-003	Linda Jones	030002	\$2,500.00	\$0.00	\$377.85	\$35.87	\$153.36	\$117.13	\$0.00	\$208.23	\$149.32	\$1,607.56	447	
MA-030-004	Jeffrey J Cantara	030002	\$1,600.00	\$0.00	\$165.50	\$22.22	\$95.02	\$71.66	\$0.00	\$163.36	\$175.15	\$1,082.24	448	
MA-030-005	Anthony J Mercer	030001	\$737.20	\$0.00	\$60.58	\$10.69	\$45.71	\$34.59	\$0.00	\$0.00	\$0.00	\$585.63	237	
MA-030-006	Michael E Smith	030001	\$700.00	\$0.00	\$73.07	\$9.77	\$41.76	\$28.98	\$0.00	\$68.50	\$86.32	\$477.92	449	
MA-030-007	Richard Kingston	030001	\$1,000.00	\$0.00	\$100.00	\$14.50	\$62.00	\$32.85	\$0.00	\$0.00	\$0.00	\$790.65	450	
MA-030-008	Allen P Baker	030001	\$520.00	\$0.00	\$50.10	\$7.54	\$32.24	\$0.00	\$0.00	\$41.60	\$18.20	\$388.52	238	
MA-030-009	Christopher T Baker	030001	\$380.00	\$0.00	\$35.34	\$5.51	\$23.56	\$16.15	\$0.00	\$0.00	\$0.00	\$299.44	239	
MA-030-010	Irene S Meddleton	030001	\$620.00	\$0.00	\$71.34	\$8.99	\$38.44	\$28.38	\$0.00	\$0.00	\$0.00	\$472.85	240	
MA-030-011	Katie S Haas	030001	\$560.00	\$0.00	\$62.34	\$8.12	\$34.72	\$20.71	\$0.00	\$0.00	\$0.00	\$434.11	451	
MA-030-012	Peter A Murray	030001	\$780.00	\$0.00	\$104.01	\$11.31	\$48.36	\$36.86	\$0.00	\$0.00	\$0.00	\$579.46	241	
MA-030-013	Walters P Jonathan	030001	\$780.00	\$0.00	\$45.94	\$11.31	\$48.36	\$36.86	\$0.00	\$0.00	\$0.00	\$637.53	242	
MA-030-014	Bryan S Roberts	030002	\$1,038.46	\$0.00	\$151.08	\$15.06	\$64.39	\$46.07	\$0.00	\$0.00	\$0.00	\$761.86	243	
MA-030-015	Melinda A Petersen	030001	\$420.00	\$0.00	\$15.56	\$6.09	\$26.04	\$12.61	\$0.00	\$0.00	\$0.00	\$359.70	244	
MA-030-016	Shawn R Douglas	030002	\$769.23	\$0.00	\$44.33	\$11.16	\$47.69	\$36.28	\$0.00	\$0.00	\$0.00	\$629.77	245	
MA-030-017	Bradley F Mitchell	030001	\$440.00	\$0.00	\$44.34	\$6.38	\$27.28	\$19.09	\$0.00	\$0.00	\$0.00	\$342.91	246	
MA-030-018	Eric J Brown	030001	\$440.00	\$0.00	\$3.52	\$6.38	\$27.28	\$19.09	\$0.00	\$0.00	\$0.00	\$383.73	247	
MA-030-019	Josh P Westerfield	030001	\$440.00	\$0.00	\$33.81	\$6.38	\$27.28	\$13.59	\$0.00	\$0.00	\$0.00	\$358.94	248	
MA-030-020	Chad M Nash	030001	\$440.00	\$0.00	\$44.34	\$6.38	\$27.28	\$19.09	\$0.00	\$0.00	\$0.00	\$342.91	249	
Report Totals:			\$15,504.89		\$1,616.60		\$949.51		\$0.00		\$599.53			
				\$0.00			\$222.07			\$640.54			\$618.83	\$11,457.34