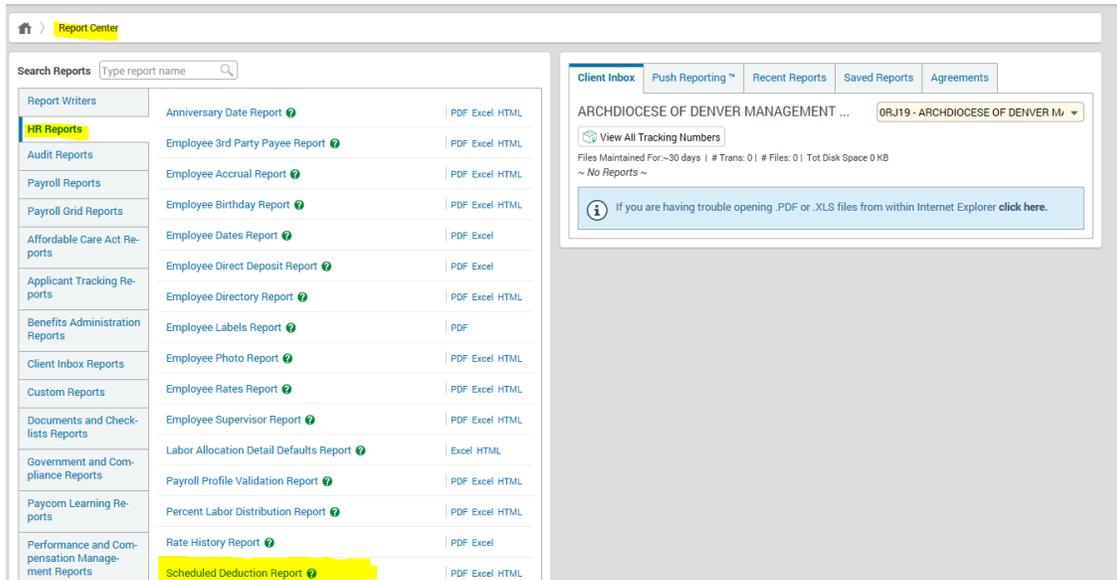


Scheduled Deduction Report

Use to confirm against UMR insurance monthly billings

Go to Report Center – HR Reports – Scheduled Deduction Report



Select XLSX to get an Excel file for better sorting – uncheck “Show Hidden” deductions – Select All deductions or individually check the plans in the deduction box

Scheduled Deduction Report

Generate Report

Report-Specific Options

Output Format

HTML

XLSX

PDF

Deduction

Search Show Hidden Select All

Deductions

- Dental Gold [DTG]
- Dental Gold Post Tax [DGP]
- Dental Gold Post tax MEMO [DGM]
- Dental Platinum [DTP]
- Dental Platinum MEMO [DPM]
- Dental Platinum Post Tax [DPP]

Show Selected Only

Report Queue

Recent Reports

Saved Reports

- 1 Select the preferred output format.
- 2 If applicable, select the date range from which to pull data for the report.
- 3 Select any applicable filters.
- 4 To report on a set of employees field, expand the "Employee Filters" section and employees.
- 5 If applicable, expand the "Custom Field Filters," select the appropriate field and filter by that field's options or date range.

Note: You can utilize the "search" box within a filter to find a specific filter easily.

Then Select "active" employees

Employee Filters

Employees

Search

- AARDSMA, RHONDA [D937]
- AASMUNDSTAD, KERI [L194]
- ABAD, TAMERA [K560]
- ABAR, KATHERINE [M922]
- ABBOTT, GINA [D593]
- ABBOTT, PHILIP [P096]
- ABDELNOUR, RYAN [A068]
- ABERNETHY, O [H767]
- ABEYTA, ADRIAN [F370]
- ABEYTA, ANTHONY [N437]

Previous 1 2 ... 1487 Next

Position Title

Search Select All

- Accounts Receivable Accountant[3]
- Administrative Assistant[160]
- Administrative Assistant[161]
- Administrative Assistant[10]
- Administrative Assistant[36]
- Administrative Assistant[62]

Employee Status

- Active
- Terminated
- Inactive
- On leave

Then Generate Report – you should not have to select any other items in these drop-down lists

Custom Field Filters

Labor Allocation

Sorting

Generate Report