Running a Payroll Report
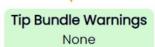
To Run a Payroll Report

1. From the main toolbar, go to**Reports**
2. Select **Payroll Report** from the dropdown menu
3. Choose a **Payroll Period (date range)**
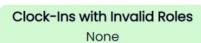4. Select **All** / Intended Locations
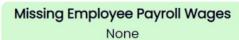
    Press **Show Report**!

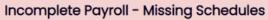You will see a screen report. You can download a CSF file or a PDF by using the links on the page

After running the Payroll report, you will be shown any concerns that the system has in red while everything in green detected no concerns.

Tip Bundle Warnings
None

Clock-Ins with Invalid Roles
None

Missing Employee Payroll Wages
None

Incomplete Payroll - Missing Schedules
Locations - BOH, Locations - Departments: Support, Locations - Departments: Server

Payroll Approval Status

Payroll **(Payroll Test)** for everybody Sunday Jun 4, 2023 to Saturday Jun 17, 2023

Employee	Location		Annual Rate	Clocked-In Hrs				Wages	Break Issues	Cash Tips	CC Tips	AutoGr	Total Tips	Fee Deducted	Service Fee	Sales Com	Effective Wage	Com	Comments
Salaried Employees																			
	Sub Total			0				$0.00		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		

Hourly Employees

Employee	Location	Role	Base / OT	Hourly Rate	Hours	Overtime Hours	E/D/PS/SS	Total Hours	Wages	Break Issues	Cash Tips	CC Tips	AutoGr	Total Tips	Fee Deducted	Service Fees	Sales Com	Effective Wage	Com	Comments
Totals Including Salary Employees					0.00	0	SOH 0 Meal 0 Brk 0@0	0.00	$0.00	Total 0	$0.00 ($0.00)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00			?