

Paylocity Payroll Report Generation Instructions

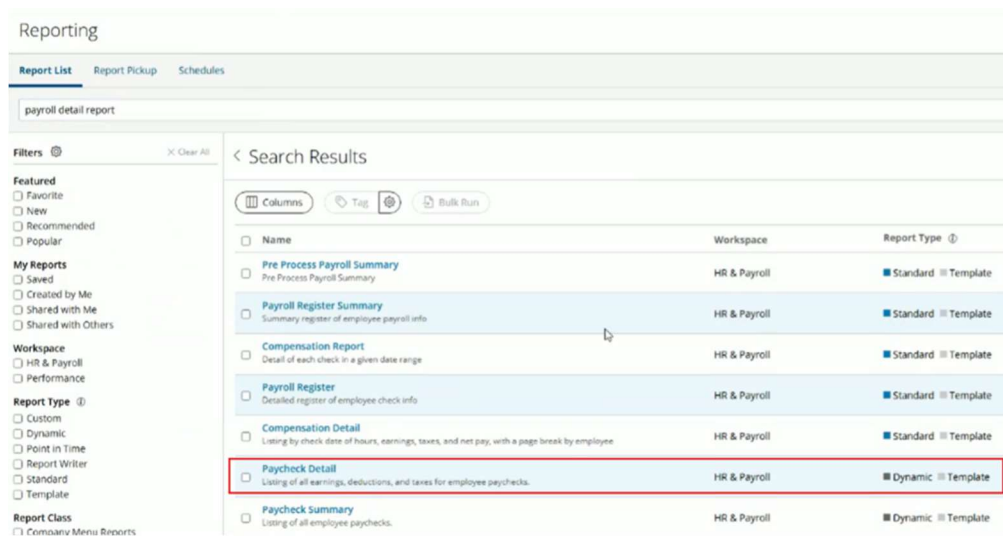
Overview

These instructions provide guidance for generating a properly formatted payroll report from Paylocity payroll system.

The Goal: Create a single, comprehensive file containing detailed paycheck information for each employee.

USING PAYCHECK DETAIL REPORT

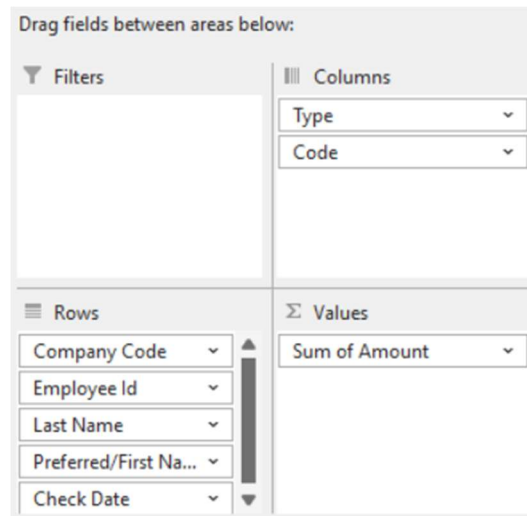
1. From Paylocity payroll portal, go to “Reporting”, search for “Paycheck Detail Report”, then select “Paycheck Detail” report.
2. Select the period under audit, then export the report in Excel.



3. Once the report is exported, the header should reflect the image below. Ensure EMPLOYER CONTRIBUTIONS are included in this report.

MODIFYING PAYCHECK DETAIL REPORT

4. Select all data and create a pivot table with below data field options selected. For “Check Date,” make sure Years, Quarters, and Months are not selected. Only “Check Date” should be selected under “Rows.”

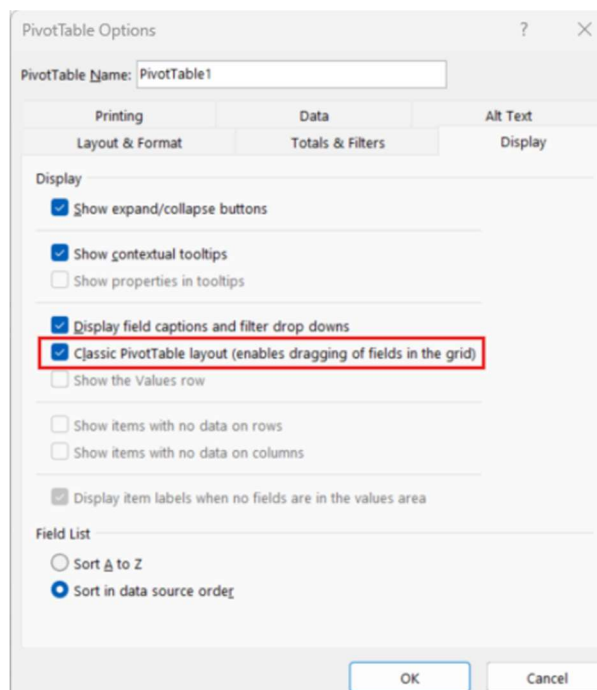


Drag fields between areas below:

Filters	Columns
	Type
	Code

Rows	Values
Company Code	Sum of Amount
Employee Id	
Last Name	
Preferred/First Na...	
Check Date	

5. Under PivotTable Options, choose the display with “Classic PivotTable layout”.



PivotTable Options

PivotTable Name: PivotTable1

Printing Data Alt Text

Layout & Format Totals & Filters Display

Display

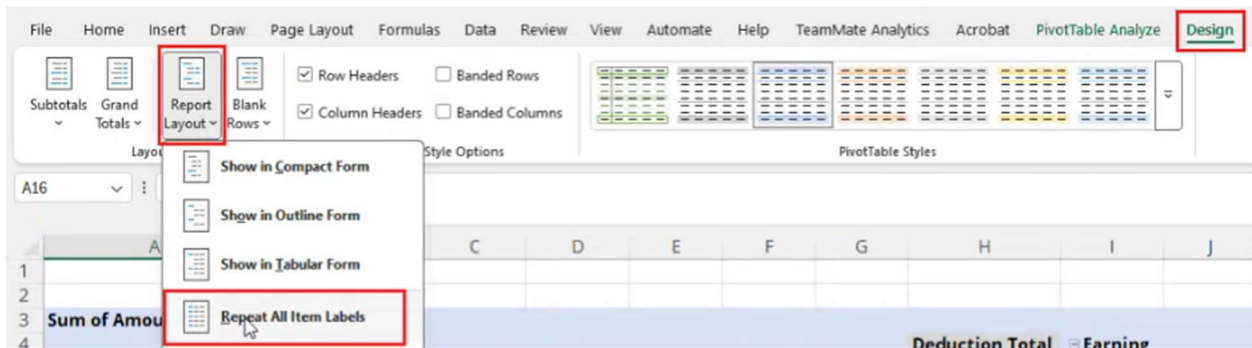
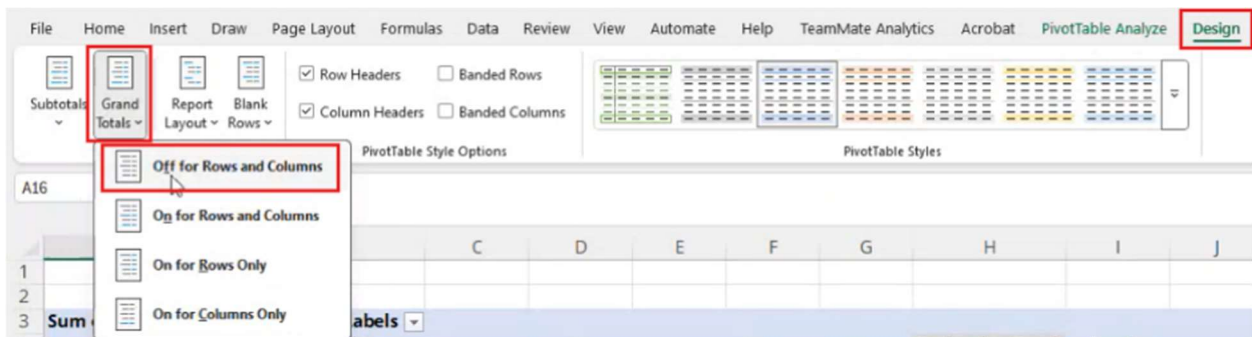
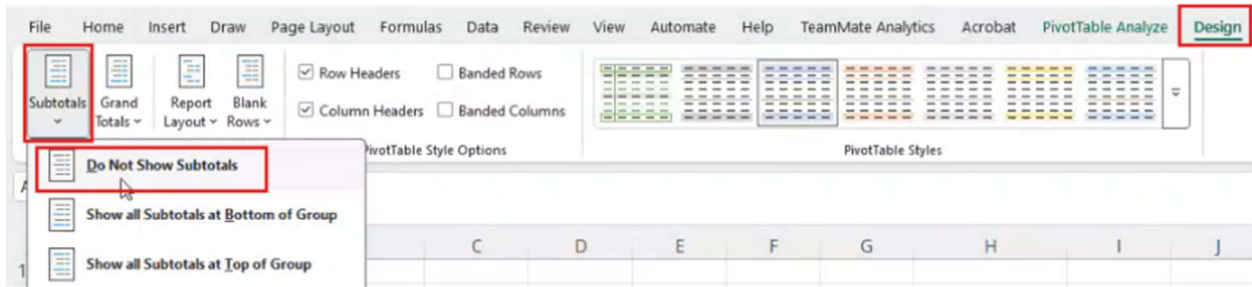
- Show expand/collapse buttons
- Show contextual tooltips
- Show properties in tooltips
- Display field captions and filter drop downs
- Classic PivotTable layout (enables dragging of fields in the grid)
- Show the Values row
- Show items with no data on rows
- Show items with no data on columns
- Display item labels when no fields are in the values area

Field List

- Sort A to Z
- Sort in data source order

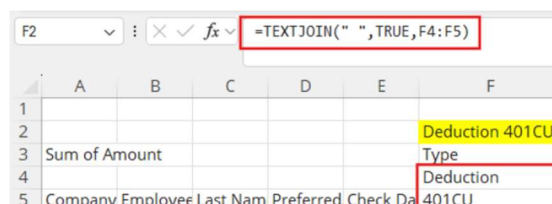
OK Cancel

6. Under the Design tab, select the following options:



7. Copy the entire sheet and PASTE VALUES to a new sheet.

8. Populate Cell F2 with this formula to join text for cells F4 & F5:
 =TEXTJOIN(" ",TRUE,F4:F5) OR =CONCATENATE(F4," ",F5)



9. Copy and paste over the formula in Cell F2 all the way through the last column with data.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2						Deduction	401CU										
3	Sum of Amount					Type	Code										
4						Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction
5	Company	Employee Last Name	Preferred/	Check Date	401CU	401K	401L1	ADV	AFLAC	APOST	CASHT	CHLD1	CHLD2	CTIPS	DISAB	GARN1	

10. Copy and PASTE VALUES Row 2 values (starting with column F) to Row 5.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2						Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction
3	Sum of Amount					Type	Code										
4						Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction
5	Company	Employee Last Name	Preferred/	Check Date	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction	Deduction

11. Delete rows 1-4.

	A	B	C	D	E
1					
2					
3	Sum of Amount				
4					
5	Company	Employee Last Name	Preferred/	Check Date	

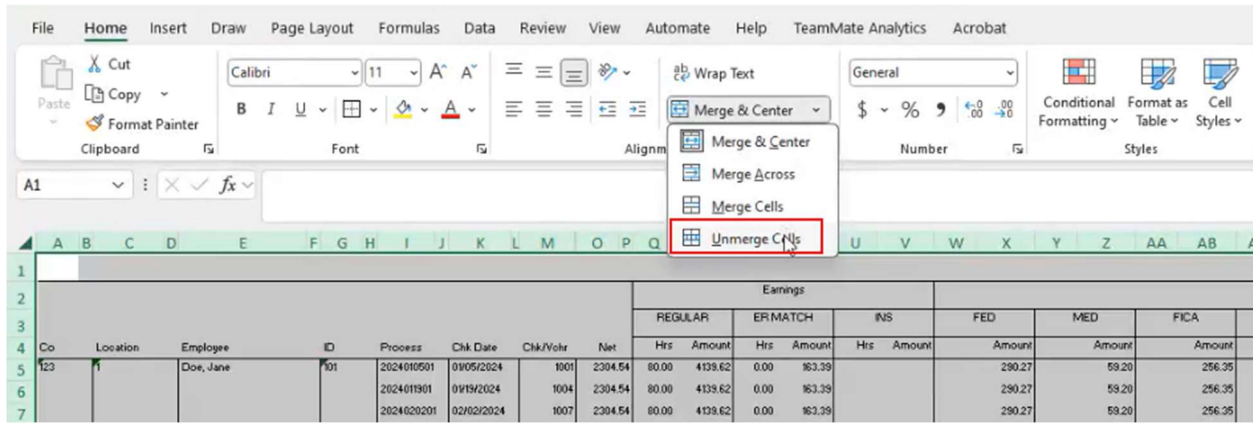
12. Format column E to "Short Date" format.

E
Check Date
1/4/2024

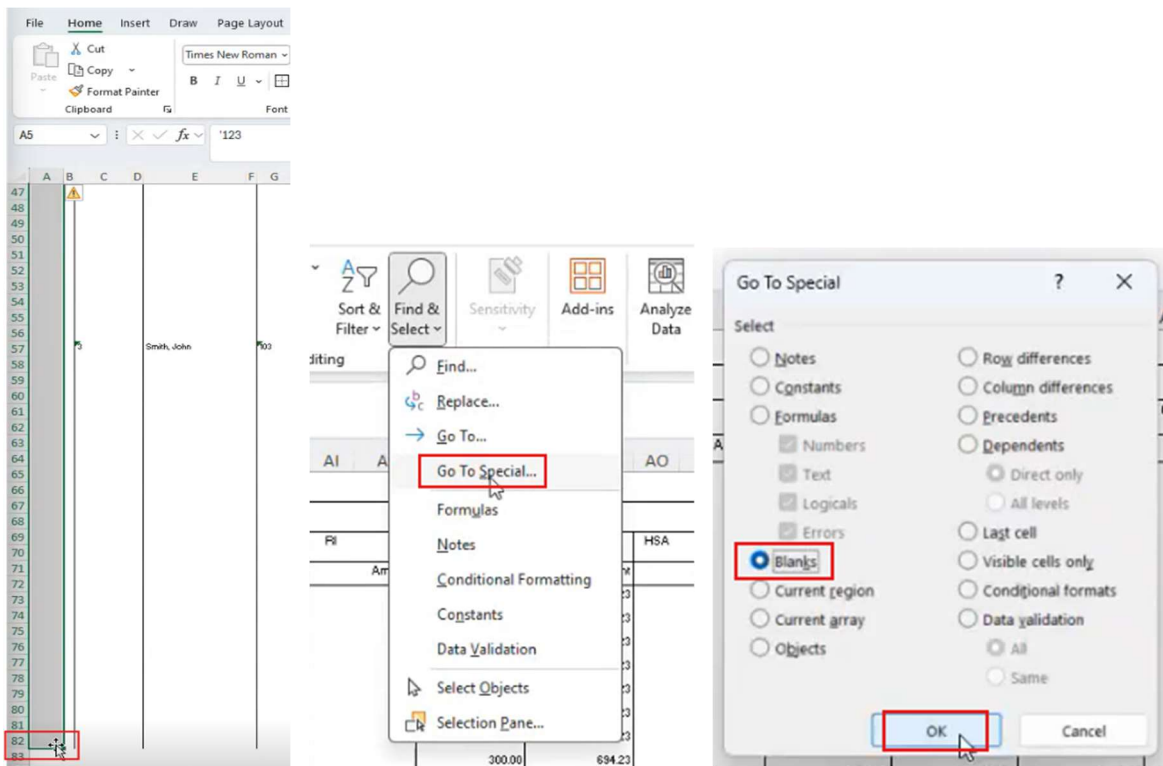
13. The report is ready to be processed!

MODIFYING PAYROLL REGISTER DATA EXPORT REPORT

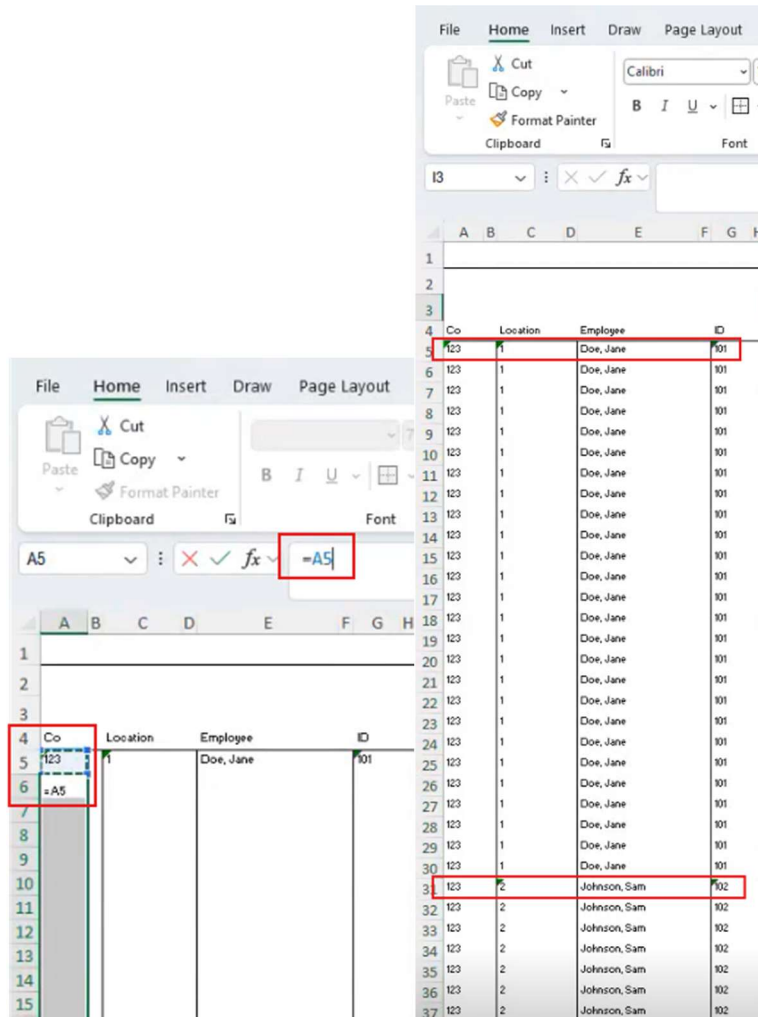
4. Select all data and unmerge cells.



5. For the columns with data in columns A-G, click on the first cell with data (A5), highlight all remaining cells in that column until the last row with data (A82). Then, select “Find & Select” → “Go To Special” → ”Blanks”.



6. Next, in the formula bar, type in “=” and the cell reference above (or just the Up Arrow key), then press Ctrl+Enter. Finally, Copy & PASTE VALUES to remove formulas, making data static. Repeat for columns with data in columns A-G.



- Now, repeat above step for the horizontal blank cells. For Row 2, click on the first cell with data (Q2), highlight all remaining cells in that row until the last column with data (AR2). Then, select "Find & Select" → "Go To Special" → "Blanks".

														Earnings										Taxes										Debit										
														REGULAR	ER	INS	FED			MED			FICA			CA			NJ			NY			RI	401K	HSA	FSA						
														Hrs	Amount	Hrs	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount					
Co	Location	Employee	ID	Process	Chk Date	Chk Vols	Net															00.00	4328.62	0.00	93.33	292.27			59.26			256.35			93.79			91.27			200.00	694.21		
123	1	Doc, Jane	801	2024090501	09052024	1004	2304.54															00.00	4328.62	0.00	93.33	292.27			59.26			256.35			93.79			91.27			200.00	694.21		

- Next, in the formula bar, type in "=" and the cell reference to the left (or just the Left Arrow key), then press Ctrl+Enter. Finally, Copy & PASTE VALUES to remove formulas, making data static. Repeat for rows with data in rows 2 & 3.

														Earnings										Taxes										Debit										
														REGULAR	ER	INS	FED			MED			FICA			CA			NJ			NY			RI	401K	HSA	FSA						
														Hrs	Amount	Hrs	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount			
Co	Location	Employee	ID	Process	Chk Date	Chk Vols	Net															00.00	4328.62	0.00	93.33	292.27			59.26			256.35			93.79			91.27			200.00	694.21		
123	1	Doc, Jane	801	2024090501	09052024	1004	2304.54															00.00	4328.62	0.00	93.33	292.27			59.26			256.35			93.79			91.27			200.00	694.21		

- In row 1, join texts for rows 2-4 with the following formula:
 =TEXTJOIN(" ", "TRUE",Q2:Q4) OR =CONCATENATE(Q2," ",Q3," ",Q4)

														Earnings										Taxes										Debit											
														REGULAR	ER	INS	FED			MED			FICA			CA			NJ			NY			RI	401K	HSA	FSA							
														Hrs	Amount	Hrs	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount				
Co	Location	Employee	ID	Process	Chk Date	Chk Vols	Net															00.00	4328.62	0.00	93.33	292.27			59.26			256.35			93.79			91.27			200.00	694.21			
123	1	Doc, Jane	801	2024090501	09052024	1004	2304.54															00.00	4328.62	0.00	93.33	292.27			59.26			256.35			93.79			91.27			200.00	694.21			
6	123	1	Doc, Jane	801	2024090501	09052024	1004	2304.54															00.00	4328.62	0.00	93.33	292.27			59.26			256.35			93.79			91.27			200.00	694.21		
7	123	1	Doc, Jane	801	2024090501	09052024	1004	2304.54															00.00	4328.62	0.00	93.33	292.27			59.26			256.35			93.79			91.27			200.00	694.21		
8	123	1	Doc, Jane	801	2024090501	09052024	1004	2304.54															00.00	4328.62	0.00	93.33	292.27			59.26			256.35			93.79			91.27			200.00	694.21		

- Copy and PASTE VALUES the contents of Row 1 (columns Q and on) to Row 4.

														Earnings										Taxes										Debit											
														REGULAR	ER	INS	FED			MED			FICA			CA			NJ			NY			RI	401K	HSA	FSA							
														Hrs	Amount	Hrs	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount				
Co	Location	Employee	ID	Process	Chk Date	Chk Vols	Net															00.00	4328.62	0.00	93.33	292.27			59.26			256.35			93.79			91.27			200.00	694.21			
123	1	Doc, Jane	801	2024090501	09052024	1004	2304.54															00.00	4328.62	0.00	93.33	292.27			59.26			256.35			93.79			91.27			200.00	694.21			
6	123	1	Doc, Jane	801	2024090501	09052024	1004	2304.54															00.00	4328.62	0.00	93.33	292.27			59.26			256.35			93.79			91.27			200.00	694.21		
7	123	1	Doc, Jane	801	2024090501	09052024	1004	2304.54															00.00	4328.62	0.00	93.33	292.27			59.26			256.35			93.79			91.27			200.00	694.21		
8	123	1	Doc, Jane	801	2024090501	09052024	1004	2304.54															00.00	4328.62	0.00	93.33	292.27			59.26			256.35			93.79			91.27			200.00	694.21		

- Delete rows 1-3.
- The report is ready to be processed!