

Report Submission Instructions

To complete your audit, you'll need to submit two files: a payroll report and a demographic report.

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Before you begin: All files must be submitted in an acceptable format for the provider listed below. This may include Excel (.xls or .xlsx), comma-separated values (.csv), or PDF (.pdf) files. If you have questions about any step, contact your auditor.

1 Submit Your Payroll Report

Locate your payroll provider below and follow the provider-specific instructions to run the correct report. If your provider isn't listed, use the generic instructions.

A ADP Payroll History .xls, .xlsx, .csv	G Gusto Custom Report .xls, .xlsx, .csv
P Paycom Check Register .xls, .xlsx, .csv	P Paycor Payroll Journal OR Labor Distribution .xls, .xlsx, .csv
P Paylocity Payroll Register Data Export OR Paycheck Detail .xls, .xlsx, .csv, .pdf	I iSolved Check History Detail .pdf
R Rippling Payroll Journal Report .xls, .xlsx, .csv	P Paychex Employee Earnings Record OR Payroll Journal .xls, .xlsx, .csv, .pdf
	O Other Payroll Providers Generic Instructions .xls, .xlsx, .csv

2 Submit Your Demographic Report

A separate demographic file may be required in addition to the payroll report. This file must contain one row per employee containing demographic and employment information for each employee paid during the audit period.

1 Submit Your Payroll Report

- **Format:** Please download reports in an acceptable format for the provider as listed below.
- **Date range:** Include the complete audit period with appropriate start and end dates.
- **Report Names and Access:** Report names may vary slightly and reports may need to be produced by a representative at your payroll provider if you do not have access.

ADP: Payroll History .xls, .xlsx, .csv

A separate demographics report is needed for this provider. See additional [demographic file instructions](#).

FIELD	CONFIGURATION
Employees Included	• Employee List: All Employees • Company Codes: All Company Codes • Home Department: All Home Departments • Locations: All Locations • Business Unit: All Business Units • Home Cost Numbers: All Home Cost Numbers • Date Range: Period under Audit • <i>Archived employees are not included</i> • <i>Employees with payroll history are not included</i>
Fields Included	• All — include all pay, tax, and deduction codes for employees and employers
Sort Order	• Company Code • Name • Position ID
Group by	• Company Code
Display Options	• Tax ID is partially masked • Report information displayed as of report run date

Gusto: Custom Report .xls, .xlsx, .csv

No separate demographics report is needed for this provider.

CUSTOMIZATION ORDER

- Select **Reports**
- Select **Custom Report**
- Select **Columns**
- Select **All**
- Select **Time Period** (Choose the appropriate period)
- Download in Excel

Paycom: Check Register .xls, .xlsx, .csv

A separate demographics report is needed for this provider. See additional [demographics file instructions](#).

FIELD

CONFIGURATION

Period

- Select the period under audit
- Select **Check Detail**
- Export in Excel

Paycor .xls, .xlsx, .csv

Download **either** the Payroll Journal or Labor Distribution report with all columns listed [here](#) included. A separate demographics report (401k Census report) is needed for this provider. See additional [demographics file instructions](#).

Payroll Journal **OR** Labor Distribution

FIELD

CONFIGURATION

Period

- Select the period under audit
- Export in Excel

Paylocity

Download **either** the Payroll Register Data Export or Paycheck Detail report.

Payroll Register Data Export **format:** .xls, .xlsx, .csv, .pdf

Paycheck Detail report **format:** .xls, .xlsx, .csv

A separate demographics report (Employee Comprehensive Demographic List) is needed for this provider. See additional [demographics file instructions](#).

Payroll Register Data Export **OR** Paycheck Detail

FIELD	CONFIGURATION
Period	• Select the period under audit • Export in Excel

Rippling: Payroll Journal Report .xls, .xlsx, .csv

A separate demographics report is needed for this provider. See additional [demographics file instructions](#).

Ensure the generated report appears in the below format:

Payroll Journal Report				
ABC Company				
Pay period	Jan 1st - Jan 15th: ABC Company			
Name	Employee Id	Department	Reg Pay	OT Pay
Oakleigh Acosta	EMP1835	Finance	1000	50
Aria Adams	EMP1071	Accounting	1000	50

FIELD	CONFIGURATION
Period	• Select the period under audit • Export in Excel

iSolved: Check History Detail .pdf

A separate demographics report is needed for this provider. See additional [demographics file instructions](#).

FIELD	CONFIGURATION
Period	- Select the period under audit - Export in PDF

Paychex

Download **either** the Employee Earnings Record or Payroll Journal.

Employee Earnings Record **format:** .xls, .xlsx, .csv

Payroll Journal **format:** .pdf

A separate demographics report is needed for the **Payroll Journal**. [See additional demographics file instructions](#).

Employee Earnings Record **OR** Payroll Journal

FIELD	CONFIGURATION
Period	- Select the period under audit - Export in Excel or PDF

Other Payroll Providers

.xls, .xlsx, .csv

For any additional payroll providers, use the following guidelines. **Download a report that includes individual paycheck records for all employees paid during the audit period.**

 **Before you begin:** Files should be in Excel (.xls or .xlsx) or CSV format.

Use a single tab with column headers in row 1, with one row per paycheck per employee.

Required File Contents

FIELD	CONFIGURATION
Employee Name	• Can be in one combined column or separated into first and last name columns • Include all employees paid during the audit period. This may include both active and terminated employees.
Employee Identifier	• Protected SSN, Employee ID, or equivalent unique identifier • Protected SSN is strongly preferred
Pay Date	• Required for each paycheck row
Earnings Codes	• All employee earnings codes with corresponding dollar amounts
Employee Deduction Codes	• All employee deduction codes with corresponding dollar amounts
Employer Contribution Codes	• All employer contribution codes with corresponding dollar amounts

2 Submit Your Demographics Report

- Please download reports as **Excel** (.xls or .xlsx) or **comma-separated values** (.csv) files.
- **Level of detail:** include individual demographic records by employee for all employees paid during the audit period (one row per employee).
- **Date range:** Include the complete audit period with appropriate start and end dates.

Required Field Contents

The following fields are required in every demographic report submission.

FIELD	CONFIGURATION
Employee Name	• Can be in one combined column or separated into first and last name columns
Employee Identifier	• Protected SSN, Employee ID, or equivalent unique identifier • Must match the identifier used in the payroll detail file.

Additional Demographic Data

The following fields are typically needed to perform audit procedures. Include as many as your system can provide. If you are unable to gather any of these fields, consult with your auditor.

FIELD	CONFIGURATION
Date of Birth	• Date format: MM/DD/YYYY
Date of Hire	• Date format: MM/DD/YYYY
Date of Termination	• Date format: MM/DD/YYYY • <i>Leave blank if employee is still active</i>
Date of Rehire	• Date format: MM/DD/YYYY • <i>Leave blank if not applicable</i>
Pay Rate	• Include if available
Employee Type	• Examples: Full-time, part-time, union, salary, hourly