

Payroll Report Generation Instructions

Overview

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

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

File Format Requirements

Structure

- ✓ All data must be contained in a **single tab/worksheet**
- ✓ **"Flat" format** with a header row **in row one** and corresponding data populated in the rows below

Client Code	Check_#	Paydate	Employee_Code	Employee_Name	Gross(DR1)	Gross_Hours(DR1)	HOLIDAY(DR1)
ABC10	986537241	9/15/2024	EMP1001	WILLIAMS, JOHN	1256.98	35.96	0
ABC10	214985736	9/29/2024	EMP1001	WILLIAMS, JOHN	1438.34	46.29	0
ABC10	673419852	10/13/2024	EMP1001	WILLIAMS, JOHN	992.8	29.41	0
ABC10	528761394	10/27/2024	EMP1001	WILLIAMS, JOHN	1467	46.61	0
ABC10	395874216	11/10/2024	EMP1001	WILLIAMS, JOHN	1500.9	55.71	0
ABC10	847612539	11/22/2024	EMP1001	WILLIAMS, JOHN	844.1	26.84	0
ABC10	761293485	12/8/2024	EMP1001	WILLIAMS, JOHN	1089.09	27.23	0
ABC10	239568147	12/22/2024	EMP1001	WILLIAMS, JOHN	1836.81	47.01	0
ABC10	418725963	1/6/2024	EMP1002	JONES, ALLISON	1384.62	80	0
ABC10	956134728	1/6/2024	EMP1002	JONES, ALLISON	729.93	0	0
ABC10	371846295	1/20/2024	EMP1002	JONES, ALLISON	1384.62	80	0

Acceptable File Types

- ✓ Excel (.xls or .xlsx)
- ✓ Comma-separated values (.csv)
- ✗ Please note that PDFs **cannot be processed**.

Required File Contents

Date Range

Ensure the report covers the complete audit period with appropriate start and end dates. The range should include all employees paid during the period under audit.

Required Employees

The report must include **all employees paid during the audit period**. This may include both active and terminated employees.

Level of Detail

The report must show **individual paycheck records by employee** for all employees paid during the audit period.

✅ **Correct Detail:** One row per paycheck per employee. Please note that the order of the data is not important. If the dataset is complete, the system will be able to summarize the information by employee.

Client Code	Check_#	Paydate	Employee_Code	Employee_Name	Gross(DR1)	Gross_Hours(DR1)	HOLIDAY(DR1)
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✗ Incorrect Detail: Summary or aggregated data. Files containing employee totals, period summaries, or aggregated payroll data instead of individual paycheck records by employee will produce inaccurate results.

ABCD Corp Payroll Register Report Pay Period From 05/17/2025 to 05/30/2025, Pay Date: 06/05/2025											
Check #	Earnings	Hours	Rate	Current	YTD Taxes	Current Taxes	YTD Taxes	Deductions	Current	YTD	Net Pay
Emp# 1001 John Williams											
Regular		40.00	40.00	1,600.00	12,000.00	350.00	2,200.00	401(k)	300.00	700.00	950.00
Holiday					400.00	100.00	700.00	Pretax Medical (M)	200.00	600.00	
Cell Phone				50.00	200.00	25.00	150.00				
						75.00	700.00				
Employee Totals :		40.00		1,650.00	12,600.00	550.00	3,750.00		500.00	1,300.00	950.00

Employee Information

! Required Fields:

- **Employee Name** (can be in one column or separated into first/last name columns)
- **Employee Identifier** (Protected SSN, Employee ID, etc.)
 - *Protected SSN is strongly preferred*
- **Pay Date**

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Paycheck Data

! Required Fields:

- **Earnings Codes** with corresponding amounts
- **Employee Deduction Codes** with corresponding amounts
- **Employer Contribution Codes** with corresponding amounts

File Preparation Checklist

✓ Header Row Placement

Ensure column headers appear in **Row 1** of the file. If headers are in a different row, delete all rows above the header row (verify no essential data is removed).

✓ Single Header Row

Verify that the file has only **one header row**. Remove any sub-headers or secondary header rows, as these will prevent accurate processing.

✓ Remove All Subtotals and Report Totals

Delete all subtotals and report total rows from the file. Subtotals will cause inaccurate calculations in the reports.

✓ Complete Data

Each row represents one paycheck for a single employee, with all earnings, contribution, and deduction amounts included. **All employees paid during the period under audit are included in the report.**