

## Employee's Worker's Compensation Reports

Index-> **PRR - Payroll Reports**

The quickest way to open the **Payroll Management Reports** window for printing Worker's Comp information reports is to type 'PRR' in the **Index** field on the Navigation/Home window. There are also 'Payroll Reports' buttons on the toolbars of various payroll windows in the program.

Select the appropriate Paid Dates, Employees, and Payroll Categories in the 'From' and 'To' fields. Then click on the appropriate report.

Continue to the next pages for examples of payroll Worker's Compensation information reports.

See other Help Documents for information on 941, W2, Unemployment, Payroll Transactions, and Tax Liability Reports.

### Payroll Management Reports

**Fantastic Builders, Inc.**

	From	To	
PAID Dates	01/01/99	01/06/09	<input type="button" value="Reset"/>
Employee	FRANCISJ	SMITHAPR	<input type="button" value="Reset"/>
Payroll Category	1 - REGULAR PAY	26 - Child Support	<input type="button" value="Reset"/>

#### Detail Reports

- [Grouped by Employee, Check Detail](#)
- [Grouped by Employee, Summed By Category](#)
- [Grouped by Category, Summed By Employee](#)
- [Deductions / Additions Only](#)
- [Columnar Report Sorted by Date, Then Check](#)
- [Columnar Report Grouped by Employee](#)

#### Gross Pay and Hours Reports

For reports, convert 1 salary hour into->  hours.

- [Grouped By Employee](#)
- [Grouped By Department](#)
- [Grouped By Job](#)
- [Grouped By Cost Code](#)
- [Grouped By Employee, Then Cost Type](#)
- [Worker's Comp Information](#)

#### Tax Liability/Info Reports (Read notes below!)

- [Federal Tax \(941\) Liability Report](#)
- [Quarterly 941 Information Report](#)
- [State and Local Tax Withholdings Report](#)
- [Unemployment Tax Reports \(Quarterly or Monthly Gross or Taxable Wages\)](#)

#### Gross Pay Summary Reports

- [Gross Pay Summary by Employee](#)
- [Social Security and Medicare Wages](#)

#### W2's (READ NOTES BELOW!)

Print W2's  Print W3

**IMPORTANT:** Reports on this window are based on processed pay checks only. They will not react to Journal Entries posted in Accounting. To correct pay check reports, void the incorrect pay checks and repost them.

Setup / Edit Cost Type Categories and Rates

If you use Cost Types, these 2 reports will be handy for Worker's Comp reports.

Review Payroll Entries/ Edit Cost Types Used in PR Entries

For W2's: Please read Help Document about setting your printer to Legal paper so that 2 forms will display on one page.

## Using 'Cost Types' for Employee's Worker's Compensation Reports

**Gross Pay and Hours Reports**

For reports, convert 1 salary hour into->  hours.

[Grouped By Employee](#)

[Grouped By Department](#)

[Grouped By Job](#)

[Grouped By Cost Code](#)

**[Grouped By Employee, Then Cost Type](#)**

[Worker's Comp Information](#)

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**Gross Pay Summary Reports**

[Gross Pay Summary by Employee](#)

Setup / Edit Cost Type Categories and Rates

If you use Cost Types, these 2 reports will be handy for Worker's Comp reports.

Review Payroll Entries/ Edit Cost Types Used in PR Entries

The reports that are handy for Employee's Worker's Compensation information are based on attaching Cost Types to payroll entries when payroll is processed. Cost Types can be set up as explained in the Help Document about Cost Types. There is a button on the 'Payroll Management Reports' window for opening the window to set up Cost Types. Notice that **'Workers Comp Rates'** AND **'Per Amount of Gross Wages'** can be attached to Cost Types.

See next page for information on attaching 'Cost Types' to payroll entries that have already been posted.

**ADD/EDIT COST TYPES**

Cost Types can be used to classify costs in broad categories. For Ex: Ones for Material or for Labor are handy for totaling costs by Cost Type on Insurance Audit reports OR for Purchase Order or Work Orders based on Type.

Cost Type Titles Cannot be changed or deleted if they are currently being used as a default on the Employee setup screen, OR if they are part of Current Payroll waiting to be processed.

Cost Types can be used for Worker's Comp Classifications in Payroll if needed. Fill in W/C Rates and Per Amount of Gross Wages in order to produce Payroll Reports that will calculate the W/C rate on Wages.

**Add New Cost Type**

COST TYPE TITLE	Workers Comp Rate	Per Amount of Gross Wages		
CHANGE ORDER	\$0.000	\$0.00	Delete?	X
EQUIPMENT	\$0.000	\$0.00	Delete?	X
INSURANCE	\$0.000	\$0.00	Delete?	X
LABOR	\$0.000	\$0.00	Delete?	X
MATERIALS	\$0.000	\$0.00	Delete?	X
OFFICE HELP	\$0.320	\$100.00	Delete?	X
OTHER	\$0.000	\$0.00	Delete?	X
OVERHEAD	\$0.000	\$0.00	Delete?	X
SALES TAX	\$0.000	\$0.00	Delete?	X
SALES WORK	\$0.220	\$100.00	Delete?	X
SUPERINTENDENT	\$1.450	\$100.00	Delete?	X
TURNKEY	\$0.000	\$0.00	Delete?	X
UTILITIES	\$0.000	\$0.00	Delete?	X
VAR-LABOR	\$0.000	\$0.00	Delete?	X
VAR-MATERIALS	\$0.000	\$0.00	Delete?	X



# Reports Handy For Employee's Worker's Compensation Information

## Gross Pay and Hours Reports

For reports, convert 1 salary hour into->  hours

[Grouped By Employee](#)

[Grouped By Department](#)

[Grouped By Job](#)

[Grouped By Cost Code](#)

**[Grouped By Employee, Then Cost Type](#)**

[Worker's Comp Information](#)

## Gross Pay Summary Reports

[Gross Pay Summary by Employee](#)

**Gross Pay and Hours Reports: Grouped By Employee, Then Cost Type** - Based on Paid Dates and Employees selected. This report totals all Gross Taxable Wages AND Hours by employee AND by Cost Type.

GROSS PAY DETAIL BY EMPLOYEE/ Then COST TYPE						
PAID DATES			EMPLOYEES			
From:	01-Jan-02	From:	FRANCISJ			
To:	31-Mar-02	To:	SMITHAPR			
DEPT	JOB CODE	PAID DATE	QTY/HRS	RATE	GROSS PAY	
FRANCISJ FRANCIS JONES						
<b>SUPERINTENDENT</b>						
OH	H	1/4/2002	40	\$16.83	\$673.08	
OH	H	1/11/2002	40	\$16.83	\$673.08	
CH	H11RMER	1/15/2002	40	\$6.25	\$250.00	
CH	H11RMER	1/15/2002	40	\$2.50	\$100.00	
CH	H11RMER	1/15/2002	40	\$6.25	\$250.00	
OH	H	1/19/2002	40	\$16.83	\$673.08	
OH	H	1/26/2002	40	\$16.83	\$673.08	
OH	H	2/1/2002	40	\$16.83	\$673.08	
OH	H	2/8/2002	40	\$16.83	\$673.08	
OH	H	2/15/2002	40	\$16.83	\$673.08	
OH	H	2/23/2002	40	\$16.83	\$673.08	
OH	H	3/1/2002	40	\$16.83	\$673.08	
OH	H	3/9/2002	40	\$16.83	\$673.08	
SUPERINTENDENT TOTALS			520.00		\$7,330.80	
FRANCISJ TOTALS			520.00		\$7,330.80	
SMITHAPR APRIL SMITH						
<b>OFFICE HELP</b>						
OH	H	1/4/2002	23.4	\$10.00	\$234.00	
OH	H	1/9/2002	27.45	\$10.00	\$274.50	
OH	H	1/19/2002	14.4	\$10.00	\$144.00	
OH	H	1/26/2002	35.1	\$10.00	\$351.00	
OH	H	2/1/2002	33.75	\$10.00	\$337.50	
OH	H	2/8/2002	27.9	\$10.00	\$279.00	
OH	H	2/15/2002	25.2	\$10.00	\$252.00	
OH	H	2/23/2002	31.5	\$10.00	\$315.00	
OH	H	3/1/2002	22.5	\$10.00	\$225.00	
OH	H	3/9/2002	22.05	\$10.00	\$220.50	
OH	H	3/16/2002	25.2	\$10.00	\$252.00	
OH	H	3/23/2002	16.65	\$10.00	\$166.50	
OH	H	3/29/2002	20.7	\$10.00	\$207.00	
OFFICE HELP TOTALS			325.80		\$3,258.00	
SMITHAPR TOTALS			325.80		\$3,258.00	
GRAND TOTAL FOR PERIOD SELECTED					<b>\$10,588.80</b>	

*Cost Types!*

## Reports Handy For Employee's Worker's Compensation Information - continued

**Gross Pay and Hours Reports**

For reports, convert 1 salary hour into->  hours

[Grouped By Employee](#)

[Grouped By Department](#)

[Grouped By Job](#)

[Grouped By Cost Code](#)

**[Grouped By Employee, Then Cost Type](#)**

**[Worker's Comp Information](#)**

**Gross Pay and Hours Reports: Worker's Comp Information** - Based on Paid Dates and Employees selected. This report totals all Gross Taxable Wages AND Hours by Cost Type AND calculates a Worker's Comp amount based on the W/C Rate assigned to the Cost Type.

**Gross Pay Summary Reports**

[Gross Pay Summary by Employee](#)

*Cost Types!*

GROSS PAY Based on Cost Types and Worker's Comp Rates										
PAID DATES					EMPLOYEES					
From:	01-Jan-02	From:	FRANCISJ							
To:	31-Mar-02	To:	SMITHAPR							
PAID DATE	JOB	COST CODE	DEPT	QTY/HRS	PAY RATE	GROSS PAY	Current W/C Rate	Per \$	W/C Amt	
<b>OFFICE HELP</b>										
SMITHAPR	APRIL SMITH									
1/4/2002	H	0	OH	23.4	\$10.00	\$234.00	\$0.32	\$100.00	\$0.75	
1/9/2002	H	0	OH	27.45	\$10.00	\$274.50	\$0.32	\$100.00	\$0.88	
1/19/2002	H	0	OH	14.4	\$10.00	\$144.00	\$0.32	\$100.00	\$0.46	
1/26/2002	H	0	OH	35.1	\$10.00	\$351.00	\$0.32	\$100.00	\$1.12	
2/1/2002	H	0	OH	33.75	\$10.00	\$337.50	\$0.32	\$100.00	\$1.08	
2/8/2002	H	0	OH	27.9	\$10.00	\$279.00	\$0.32	\$100.00	\$0.89	
2/15/2002	H	0	OH	25.2	\$10.00	\$252.00	\$0.32	\$100.00	\$0.81	
2/23/2002	H	0	OH	31.5	\$10.00	\$315.00	\$0.32	\$100.00	\$1.01	
3/1/2002	H	0	OH	22.5	\$10.00	\$225.00	\$0.32	\$100.00	\$0.72	
3/9/2002	H	0	OH	22.05	\$10.00	\$220.50	\$0.32	\$100.00	\$0.71	
3/16/2002	H	0	OH	25.2	\$10.00	\$252.00	\$0.32	\$100.00	\$0.81	
3/23/2002	H	0	OH	16.65	\$10.00	\$166.50	\$0.32	\$100.00	\$0.53	
3/29/2002	H	0	OH	20.7	\$10.00	\$207.00	\$0.32	\$100.00	\$0.66	
SMITHAPR TOTALS				325.80		\$3,258.00			\$10.43	
OFFICE HELP			TOTALS	325.80		\$3,258.00			\$10.43	
<b>SUPERINTENDENT</b>										
FRANCISJ	FRANCIS JONES									
1/4/2002	H	0	OH	40	\$16.83	\$673.08	\$1.45	\$100.00	\$9.76	
1/11/2002	H	0	OH	40	\$16.83	\$673.08	\$1.45	\$100.00	\$9.76	
1/15/2002	H11RIVER	9010	CH	40	\$2.50	\$100.00	\$1.45	\$100.00	\$1.45	
1/15/2002	H11RIVER	9010	CH	40	\$6.25	\$250.00	\$1.45	\$100.00	\$3.62	
1/15/2002	H11RIVER	9010	CH	40	\$6.25	\$250.00	\$1.45	\$100.00	\$3.62	
1/19/2002	H	0	OH	40	\$16.83	\$673.08	\$1.45	\$100.00	\$9.76	
1/26/2002	H	0	OH	40	\$16.83	\$673.08	\$1.45	\$100.00	\$9.76	
2/1/2002	H	0	OH	40	\$16.83	\$673.08	\$1.45	\$100.00	\$9.76	
2/8/2002	H	0	OH	40	\$16.83	\$673.08	\$1.45	\$100.00	\$9.76	
2/15/2002	H	0	OH	40	\$16.83	\$673.08	\$1.45	\$100.00	\$9.76	
2/23/2002	H	0	OH	40	\$16.83	\$673.08	\$1.45	\$100.00	\$9.76	
3/1/2002	H	0	OH	40	\$16.83	\$673.08	\$1.45	\$100.00	\$9.76	
3/9/2002	H	0	OH	40	\$16.83	\$673.08	\$1.45	\$100.00	\$9.76	
FRANCISJ TOTALS				520.00		\$7,330.80			\$106.29	
SUPERINTENDENT			TOTALS	520.00		\$7,330.80			\$106.29	
GRAND TOTAL FOR PERIOD SELECTED PERIOD						\$10,588.80			\$116.72	