



Automatic Data Processing, Inc.

ADP freedom

Payroll Analysis Reports

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Chapter 1 – Payroll Analysis category reports

This guide provides a brief description of each of the ADP freedom standard reports that fall under the **Payroll Analysis** category, as well as the parameters that you can select when you run the reports.

Note: *Your reports may display differently depending on the parameters you select when you run them.*

Note: *For more information on the standard reports available in ADP freedom, see the **Introduction to ADP freedom Standard Reports** or refer to the documents detailing reports available under the other reports categories, namely, **Absence, Employee Management, HR Compliance, Manpower Planning, Operational, Organisation, Payments, Payrun Review, Statutory Records and Tax Year End.***

Accumulations Beginning Balances report

Beginning balances are an employee's year-to-date accumulators for payroll items and taxes.

At the beginning of parallel processing, the beginning balances must equal the corresponding year-to-date totals from the current payroll system.

Why are beginning balances required?

Each parallel payroll that is processed must be verified for accuracy. Part of the verification process will include a comparison of the year-to-date totals from the current system with those of ADP freedom. Discrepancies between these totals will be easier to correct if the year-to-date totals agree at the beginning of parallel processing.

When to import beginning balances

Import beginning balances before you start parallel processing.

Note: Beginning balances are set to zero at the beginning of the calendar year. If parallel processing with ADP freedom is commencing at the beginning of the calendar year and the payroll fiscal year is the calendar year, you do not need to enter beginning balances.

Report parameters

- **Year**
- **Company or All**
- **Pay Group or All**
- **Accumulator Type or All**
- **Group by Business Unit, Cost Centre, Work Location or None**
- **Sort by Employee Name or Employee Code**
- **Sort order – Asc or Desc**
- **Show employee detail – Yes or No**

Chapter 1 – Payroll Analysis category reports

Example of Accumulations Beginning Balances report


EMPLOYEE NAME	EMPLOYEE CODE	AMOUNT	QUANTITY	UNITS	EFFECTIVE FROM TAX YEAR/PERIOD	EFFECTIVE TO TAX YEAR/PERIOD
PAY GROUP: Birmingham Weekly					COMPANY: O'Toole, Garden Furniture	
ACCUMULATOR DESCRIPTION: Basic Pay					ACCUMULATOR TYPE: EARNINGS	
Areta, Karl	A162	628.86	105.00			
Berridge, Ellis	A157	600.00	105.00			
Brennan, Jim	A172	1,396.14	105.00			
Burridge, Steve	A165	1,373.07	105.00			
Duggert, Chris	A170	2,001.93	105.00			
Harris, Ken	A159	611.55	105.00			
Hays, Richard	A155	588.45	105.00			
Johnstone, James	A153	2,019.24	105.00			
Jones, Mark	A152	2,019.24	105.00			
Joynes, Martin	A160	617.31	105.00			
Kemsley, Lorraine	A926	500.00	35.00			
Kirkbride, Vince	A164	1,367.31	105.00			
Marslers, Gerry	A156	978.86	140.00			
Martindale, Paul	A151	1,984.62	105.00			
Mathews, Brian	A158	605.76	105.00			
Pack, Robert	A161	623.07	105.00			
Pruitt, David	A168	519.24	105.00			
Teste, Roy	A167	1,453.86	105.00			
Teste, Vince	A166	1,448.07	105.00			
Thompson, John	A169	698.07	105.00			
Truman, Anthony	A154	582.69	105.00			
Ward, Darren	A171	1,390.38	105.00			
Weerasinghe, Laz	A163	634.62	105.00			
	Basic Pay	24,642.34	2,380.00			

Report Category - Operational

Accumulations Beginning Balances

Company: O'Toole, Garden Furniture

Tax Year: 2004



Report Run Date/Time: 19/04/2005 15:12:42

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Operational

ACBB

Figure 1 - 1 – Accumulations Beginning Balances report

Accumulations by Employee report

The **Accumulations by Employee** report provides accumulator details and balances by employee. The report includes details of both tax year and special accumulator balances, as well as goal and limit information.

The report can be run for single or a subset of employees.

Report parameters

- **Year**
- **Company** or **All**
- **Pay Group** or **All**
- **Group by** **None**, **Cost Centre**, **Business Unit** or **Work Location**
- **Group order** – **Asc** or **Desc**
- **Sort by** **Employee Name** or **Employee Code**
- **Sort order** - **Asc** or **Desc**

Chapter 1 – Payroll Analysis category reports

Example of Accumulations by Employee report

ACCUMULATOR DESCRIPTION	AMOUNT	QUANTITY	UNITS	ANNUAL LIMIT	GOALS		EFFECTIVE FROM TAX YEAR/PERIOD	EFFECTIVE TO TAX YEAR/PERIOD
					AMOUNT TO DATE	TOTAL VALUE		
Employee Name: Byrne, Breda								Employee Code: C007
PAY GROUP: Framar Distribution Weekly								
ACCUMULATOR TYPE: DEDUCTIONS								
Ages Scheme Employee	107.70							
Tt	0.00							
ACCUMULATOR TYPE: EARNINGS								
Basic Pay	12,115.44	0.00						
Bonus	0.00	0.00						
Overtime 1 1/2 T	0.00	0.00						
Overtime 2 T	0.00	0.00						
Occupational Adoption Pay	200.00	0.00						
Statutory Adoption Pay	373.02	0.00						
SSP	500.00	0.00	Days					
ACCUMULATOR TYPE: ER CONTRIBUTIONS								
Ages Scheme Employer	188.46							
ACCUMULATOR TYPE: GROSS								
Gross	13,188.46	13,188.46						
ACCUMULATOR TYPE: STATUTORY								
Previous Employment	0.00	0.00						
Employees NI	787.95	0.00	NI Code A					
Employees NI	399.73	0.00	NI Code A					
Employers NI	944.47	0.00	NI Code A					
Employers NI	503.77	0.00	NI Code A					
NIC-able Pay LEL	1,320.00	0.00						
NIC-able Pay LEL	654.00	0.00						
NIC-able Pay PT	492.00	0.00						
NIC-able Pay PT	240.00	0.00						
NIC-able Pay UAP	6,458.80	0.00						
NIC-able Pay UAP	3,241.40	0.00						
NIC-able Pay over	326.08	0.00						
NIC-able Pay over	376.08	0.00						
NIC-able Pay	8,649.98	0.00						
NIC-able Pay	4,538.48	0.00						
NIC-able Pay UEL/UST	53.10	0.00						
NIC-able Pay UEL/UST	27.00	0.00						
UK Income Tax	2,347.56	13,080.76						

Report Category - Payroll Analysis

Accumulations by Employee Report

Company: Framar Distribution Centre

Tax Year: 2014

ADP

Report Run Date/Time: 13/02/2015 10:49:27

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Payroll Analysis

ACEE

Figure 1 - 2 – Accumulations by Employee report

Accumulations By Type report

The purpose of this report is to provide accumulator details and balances. The report can include the details for a selected type of accumulator or all accumulators, and includes goal and limit information.

Report parameters

- **Year**
- **Company** or **All**
- **Pay Group** or **All**
- **Accumulator Type** or **All**
- **Group by Business Unit, Cost Centre, Work Location** or **None**
- **Group Order** – **Asc** or **Desc**
- **Sort by Employee Name** or **Employee Code**
- **Sort order** – **Asc** or **Desc**
- **Show employee detail** – **Yes** or **No**
- **Show Company Subtotals** – **Yes** or **No**
- **Show Grand totals** – **Yes** or **No**

Payroll Analysis Reports

Example of Accumulations By Type report

EMPLOYEE NAME	EMPLOYEE CODE	AMOUNT	QUANTITY	UNITS	ANNUAL LIMIT	GOALS		EFFECTIVE FROM TAX YEAR/PERIOD	EFFECTIVE TO TAX YEAR/PERIOD
						AMOUNT TO DATE	TOTAL VALUE		
COMPANY TOTALS FOR: FRAMAR DISTRIBUTION CENTRE									
EARNINGS									
		AMOUNT	QUANTITY						
Basic Pay		7,948.17	0.00						
		AMOUNT	QUANTITY						
Bonus 1		0.00	0.00						
		AMOUNT	QUANTITY						
Overtime 1 1/2 T		0.00	0.00						
		AMOUNT	QUANTITY						
Overtime 2 T		0.00	0.00						
		AMOUNT	QUANTITY						
Shift Allowance		60.00	0.00						
DEDUCTIONS									
		AMOUNT	QUANTITY						
Loan		8.75							
AEO									
		AMOUNT	QUANTITY						
Student Loan Repayment		0.00							
GROSS									
		GROSS	REMUN.						
Gross		8,008.17	8,008.17						
STATUTORY									
		TAX PAID	TAXABLE PAY						
UK Income Tax		6.00	8,008.17						
		TAX PAID PREV	TAXABLE PAY						
		EMP	PREV EMP						
Previous Employment		0.00	0.00						
		AMOUNT	PREV						
Employees NI		456.10	0.00						
		AMOUNT	PREV						
Employers NI		683.27	0.00						
Report Category - Payroll Analysis									
Accumulations by Type Report									
Company: Framar Distribution Centre									
Tax Year: 2014									
ADP									
Report Run Date/Time: 13/02/2015 13:52:31									
Page 19 of 109									
Payroll Analysis									
ACTY									

Figure 1 - 3 – Accumulations By Type report

Accumulator Adjustment Transactions by Tax Year

The **Accumulator Adjustment Transactions by Tax Year** report provides details of any adjustments made to accumulators that have been included in a payroll commit for the selected tax year. The report details the opening balance of the accumulator and the details of the adjustment being made.

Report parameters

- **Tax Year**
- **Company** or **All**
- **Pay Group** or **All**
- **Accumulator Group** or **All**
- **Sort by Employee Name** or **Employee Code**
- **Sort order** – **Asc** or **Desc**

Payroll Analysis Reports

Example of Accumulator Adjustment Transactions by Tax Year report


DESCRIPTION		ADJUSTMENT			
		ITEM	VALUE	EFFECTIVE DATE	PAYRUN
PAY GROUP: BE3 M&L Monthly		COMPANY: Copy Max And Lennies COPYML			
EXP, ACTY	EMP NO: EMP92	N.I. NO: GY847464D	STATUS: Current		
Payrun: 2008/09 month 4 - 0001					
Earnings	Basic Pay	Amount	1,000.00	01/07/2008	2008/09 month 4 - 0001
Earnings	Basic Salary	Amount	50,000.00	01/08/2008	2008/09 month 4 - 0001
Statutory	TAX	Taxable Wage	50,000.00	01/08/2008	2008/09 month 4 - 0001
Statutory	EE NI	NICable Wage	50,000.00	01/08/2008	2008/09 month 4 - 0001
Statutory	ER NI	NICable Wage	100,000.00	01/08/2008	2008/09 month 4 - 0001
Statutory	EE NI	NICable Pay LEL	390.00	01/08/2008	2008/09 month 4 - 0001
Statutory	EE NI	NICable Pay ET	63.00	01/08/2008	2008/09 month 4 - 0001
Statutory	EE NI	NICable Pay UAP	2,861.00	01/08/2008	2008/09 month 4 - 0001
Statutory	ER NI	NICable Pay UAP	2,861.00	01/08/2008	2008/09 month 4 - 0001
Statutory	EE NI	NICable Pay UEL	2,884.00	01/08/2008	2008/09 month 4 - 0001
Statutory	EE NI	NICable Pay Over	46,663.00	01/08/2008	2008/09 month 4 - 0001
Statutory	ER NI	NICable Pay Over	50,000.00	01/08/2008	2008/09 month 4 - 0001
Payrun: 2008/09 month 5 - 0001					
Earnings	Basic Pay	Amount	7,000.00	01/09/2008	2008/09 month 5 - 0001
Statutory	TAX	Taxable Wage	7,000.00	01/09/2008	2008/09 month 5 - 0001
Statutory	EE NI	NICable Wage	7,000.00	01/09/2008	2008/09 month 5 - 0001
Statutory	ER NI	NICable Wage	14,000.00	01/09/2008	2008/09 month 5 - 0001
Statutory	EE NI	NICable Pay LEL	390.00	01/09/2008	2008/09 month 5 - 0001
Statutory	EE NI	NICable Pay ET	63.00	01/09/2008	2008/09 month 5 - 0001
Statutory	EE NI	NICable Pay UEL	2,884.00	01/09/2008	2008/09 month 5 - 0001
Statutory	EE NI	NICable Pay Over	3,663.00	01/09/2008	2008/09 month 5 - 0001
Statutory	ER NI	NICable Pay Over	7,000.00	01/09/2008	2008/09 month 5 - 0001
Payrun: 2008/09 month 7 - 0001					
Earnings	Basic Pay	Amount	770.00	07/10/2008	2008/09 month 7 - 0001
Statutory	EE NI	NI Code A Amount	330.00	07/10/2008	2008/09 month 7 - 0001
Statutory	ER NI	NI Code A Amount	330.00	07/10/2008	2008/09 month 7 - 0001
Statutory	EE NI	NICable Wage	5,550.00	07/10/2008	2008/09 month 7 - 0001
Statutory	ER NI	NICable Wage	5,550.00	07/10/2008	2008/09 month 7 - 0001
Statutory	EE NI	NICable Pay LEL	600.00	07/10/2008	2008/09 month 7 - 0001
Statutory	ER NI	NICable Pay LEL	600.00	07/10/2008	2008/09 month 7 - 0001
Statutory	EE NI	NICable Pay ET	40.00	07/10/2008	2008/09 month 7 - 0001
Statutory	ER NI	NICable Pay ET	40.00	07/10/2008	2008/09 month 7 - 0001
Statutory	EE NI	NICable Pay UAP	450.00	07/10/2008	2008/09 month 7 - 0001
Statutory	ER NI	NICable Pay UAP	450.00	07/10/2008	2008/09 month 7 - 0001
Report Category - Payroll Analysis		Tax Year: 2008/09			
Accumulator Adjustment Transactions by Tax Year					
					
Report Run Date/Time: 07/01/2009 5:21:28		Page 1 of 3		Payroll Analysis	
ADJY					

Figure 1 - 4 – Accumulator Adjustment Transactions by Tax Year report

Accumulator Adjustment Transactions Final report

The **Accumulator Adjustment Transactions Final** report provides details of any adjustments made to accumulators that have been included in a payroll commit for the period. The report details the opening balance of the accumulator and the details of the adjustment being made.

Report parameters

- **Payrun**
- **Company** or **All**
- **Pay Group** or **All**
- **Accumulator Group** or **All**
- **Sort by Employee Name** or **Employee Code**
- **Sort order** – **Asc** or **Desc**

Payroll Analysis Reports

Example of Accumulator Adjustment Transactions Final report

DESCRIPTION		ADJUSTMENT		
		ITEM	VALUE	EFFECTIVE DATE
PAY GROUP: BE3 M&L Monthly		COMPANY: Copy Max And Lennies COPYML		
EXP, ACTY		EMP NO: EMP92	N.I. NO: GY647464D	STATUS: Current
Earnings	Basic Pay	Amount	770.00	07/10/2008
Statutory	EE NI	NI Code A Amount	330.00	07/10/2008
Statutory	ER NI	NI Code A Amount	330.00	07/10/2008
Statutory	EE NI	NICable Wage	5,550.00	07/10/2008
Statutory	ER NI	NICable Wage	5,550.00	07/10/2008
Statutory	EE NI	NICable Pay LEL	600.00	07/10/2008
Statutory	ER NI	NICable Pay LEL	600.00	07/10/2008
Statutory	EE NI	NICable Pay ET	40.00	07/10/2008
Statutory	ER NI	NICable Pay ET	40.00	07/10/2008
Statutory	EE NI	NICable Pay UAP	450.00	07/10/2008
Statutory	ER NI	NICable Pay UAP	450.00	07/10/2008
Statutory	EE NI	NICable Pay UEL	55.00	07/10/2008
Statutory	ER NI	NICable Pay UEL	55.00	07/10/2008
Statutory	EE NI	NICable Pay Over	140.00	07/10/2008
Statutory	ER NI	NICable Pay Over	140.00	07/10/2008
Totals for Pay Group: BE3 M&L Monthly				
Earnings	Basic Pay	Amount	770.00	
Statutory	EE NI	Amount	330.00	
Statutory	EE NI	NICable Wage	5,550.00	
Statutory	EE NI	NICable Pay LEL	600.00	
Statutory	EE NI	NICable Pay ET	40.00	
Statutory	EE NI	NICable Pay UAP	450.00	
Statutory	EE NI	NICable Pay UEL	55.00	
Statutory	EE NI	NICable Pay Over	140.00	
Statutory	ER NI	Amount	330.00	
Statutory	ER NI	NICable Wage	5,550.00	
Statutory	ER NI	NICable Pay LEL	600.00	
Statutory	ER NI	NICable Pay ET	40.00	
Statutory	ER NI	NICable Pay UAP	450.00	
Statutory	ER NI	NICable Pay UEL	55.00	
Statutory	ER NI	NICable Pay Over	140.00	
** End of Report **				

Report Category - Payroll Analysis

Accumulator Adjustment Transactions Final

Report Run Date/Time: 07/01/2009 5:24:16

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Payroll Analysis

ADJF

ADP

PAYRUN: 2008/09 month 7 - 0001

Figure 1 - 5 – Accumulator Adjustment Transactions Final report

Audit Summary (Final) Financial Impact report

The **Audit Summary (Final) Financial Impact** report identifies fixed data changes that could have a financial impact, for example, tax codes, bank accounts and salary etc. The post commit version can be kept as an audit trail.

Report parameters

- **Payrun**
- **Company** or **All**
- **Pay Group** or **All**
- **Paygroup order** – **Asc** or **Desc**
- **Group by** **None**, **User**, **Business Unit** or **Work Location**
- **Group order** – **Asc** or **Desc**
- **Sort Detail by** **Field Name**, **Employee Name** or **Employee Code**
- **Sort order** – **Asc** or **Desc**

Payroll Analysis Reports

Example of Audit Summary (Final) Financial Impact report


EMPLOYEE NAME	EMPLOYEE CODE	PERSON ID	FIELD NAME	OLD VALUE	NEW VALUE	EFFECT DATE	END DATE	DATE & TIME	USER
PAYGROUP: Peterborough Weekly									
STATUS: Current									
Kernon, Nick J.	A063	A063	TAX DETAIL	334L	339L	01/01/2004		07/07/2004 15:00:03	DEVPHR1000010753
			- Tax code						@TCS
Kernon, Nick J.	A063	A063	TAX DETAIL	334L	339L	01/01/2004		07/07/2004 15:00:03	DEVPHR1000010753
			- Tax code						@TCS
Kernon, Nick J.	A063	A063	TAX DETAIL	334L	339L	01/01/2004		07/07/2004 15:00:03	DEVPHR1000010753
			- Tax code						@TCS
Kernon, Nick J.	A063	A063	TAX DETAIL	339L	340L	01/01/2004		07/07/2004 15:08:29	DEVPHR1000010753
			- Tax code						@TCS
Kernon, Nick J.	A063	A063	TAX DETAIL	339L	340L	01/01/2004		07/07/2004 15:08:29	DEVPHR1000010753
			- Tax code						@TCS
Kernon, Nick J.	A063	A063	TAX DETAIL	339L	340L	01/01/2004		07/07/2004 15:08:29	DEVPHR1000010753
			- Tax code						@TCS
Fordham, Grant D.	A066	A066	TAX DETAIL	461L	462L	18/06/2002		07/07/2004 15:10:20	DEVPHR1000010753
			- Tax code						@TCS
Fordham, Grant D.	A066	A066	TAX DETAIL		0	18/06/2002		07/07/2004 15:10:20	DEVPHR1000010753
			- Tax paid previous employment						@TCS
Fordham, Grant D.	A066	A066	TAX DETAIL		0	18/06/2002		07/07/2004 15:10:20	DEVPHR1000010753
			- Taxable pay previous employment						@TCS
<div>  Audit Summary Financial Impact Final </div> <div> O'Toole Garden Furniture </div>									
<div> Report Category: Payroll Analysis </div> <div> Run Date/Time: 07/07/2004 16:00:32 </div> <div> Page 1 of 1 </div> <div> Generated By: Admin PHR </div>									
<div> ASFF </div>									

Figure 1 - 6 – Audit Summary (Final) Financial Impact report

Backpay Payments Report

***Note:** The Backpay Processing module must be enabled for this report to be available.*

The Backpay Payments report identifies the backpay payments that were generated by the Backpay Processing assistant for a selected payrun. It can be restricted to a selected company, pay group or employee, if required.

By default it will include all of the backpay transactions, but can be restricted to include only those paid or not paid (excluded from payment).

Note: This report identifies the back payments as they were generated by the Backpay Processing assistant and posted to the PDE batches for the period. If the PDE batch was subsequently changed, that is not reflected back into this report


Report parameters

- **Payrun**
- **Company** or **All**
- **Pay group** or **All**
- **Employee** or **All**
- **Sort by Employee name,** or **Employee code**
- **Sort order** - **Asc** or **Desc**
- **Include** – **All, Paid** or **Non Paid**

Payroll Analysis Reports

Example of Backpay Payments report

ORIGINAL PAYMENTS			RATE CHANGE %	SYSTEM CALCD AMOUNT	USER %	COMMENT	PAYMENT POSTED TO PDE	PDE BATCH
AMOUNT	PERIOD END DATE	TRANS DATE						
PAY GROUP: Weekly CSC								COMPANY: Backpay Ltd
EMPLOYEE NAME: Vcebbkn, Lzntwi P				EMPLOYEE CODE: 108285				
EARNING: Wages (WAGES)				RATE: Base rate				
RATE CHANGE EFFECTIVE FROM: 01/11/2009								
562.50	13/11/2009	13/11/2009	33.333333	187.50			187.50	BP_VU_0001
562.50	20/11/2009	20/11/2009	33.333333	187.50			187.50	BP_VU_0001
Total amount for Earning: Wages (WAGES)							375.00	
EMPLOYEE NAME: Vgkya, Rmgdr S				EMPLOYEE CODE: 109011				
EARNING: Wages (WAGES)				RATE: Base rate				
RATE CHANGE EFFECTIVE FROM: 01/11/2009								
412.50	13/11/2009	13/11/2009	36.363636	150.00			150.00	BP_VU_0001
412.50	20/11/2009	20/11/2009	36.363636	150.00			150.00	BP_VU_0001
Total amount for Earning: Wages (WAGES)							300.00	
EMPLOYEE NAME: Vof, Hgqczqp				EMPLOYEE CODE: 107576				
EARNING: Wages (WAGES)				RATE: Base rate				
RATE CHANGE EFFECTIVE FROM: 02/11/2009								
562.50	13/11/2009	13/11/2009	26.666666	150.00			150.00	BP_VU_0001
562.50	20/11/2009	20/11/2009	26.666666	150.00			150.00	BP_VU_0001
Total amount for Earning: Wages (WAGES)							300.00	
Total amount for Pay Group: Weekly CSC							975.00	
** End of Report **								

Report Category - Payrun Review	Payrun Description: Weekly CSC P35 0910	Period Ending: 27/11/2009
Backpay Payments (Pre-Commit)		Pay Date: 04/12/2009
		Tax Period: 35- Pre Commi
		Tax Year: 2009/10
		BCPR
Report Run Date/Time: 03/12/2009 8:35:55	Page 1 of 1	

Calculate Holiday Pay AWE Report

This report aims to help you calculate an employee's holiday pay, which is typically based on their average weekly earnings. The report shows the different average weekly earnings calculated for each employee under the EU Working Time Directive (EU WTD) and under the UK Working Time Regulations (UK WTR), according to their normal working week.

The EU WTD and UK WTR calculations return different values because they grant employees a different number of weeks annual leave, and include different earnings in the average earnings calculation. The EU WTD grants 4 weeks annual leave, whereas the UK WTR grants them 5.6 weeks.

***Note:** The earnings included in the EU WTD and UK WTR calculations are determined by the options provided in the Earnings definition (Company-Company Setup-Earnings-Additional Definition). This flexibility allows you to change the basis of the calculations to meet recent tribunal rulings, if required.*

The average weekly earnings calculation varies according to the employee's typical working week. Different rules apply to:

- employees with normal fixed hours per week
- employees with variable hours per week – for a worker with no normal working hours the average weekly pay is usually calculated as the average pay received over the previous 12 weeks in which they were paid
- employees who work shifts - for a worker who works shifts then the average weekly pay is calculated as the average number of hours worked in the previous 12 weeks at their average hourly rate.

The report is run up to a chosen period in time, and you can choose the number of weeks (reference period) for which the average weekly earnings are calculated. This allows you to apply your own organisation's policy and also to investigate the implications of any tribunal rulings that apply a different period.

Report parameters

- **Company** or **All**
- **Pay group** or **All**
- **Reference Period**
- **Reference Period End**
- **Employee** or **All**
- **Results Set**
- **Sort by Employee name, or Employee code**
- **Sort order** - **Asc** or **Desc**


Payroll Analysis Reports

Example of Calculate Holiday Pay AWE report

Company: Annies Purple Payroll

Pay group: Annies Purple Monthly Pay Group

		Worker with normal working hours each week		Worker with no normal working hours each week				Shift worker with variable hours each week							
Employee Code	Employee Name	EU WTD	UK WTR	EU WTD		UK WTR		EU WTD				UK WTR			
		Weekly Earnings		Av. Wkly Earnings	Periods	Av. Wkly Earnings	Periods	Av. Wkly Earnings	Av. Wkly Hours	Av. Hrly Rate	Periods	Av. Wkly Earnings	Av. Wkly Hours	Av. Hrly Rate	Periods
24	Becker, David Mr.	1,385.77	1,385.77	1,385.77	1	1,385.77	1	0.00	0.00	0.00	0	0.00	0.00	0.00	0
A88	Bee, Helen Mrs.	128.08	128.08	418.25	6	418.25	6	0.00	0.00	0.00	0	0.00	0.00	0.00	0
37	Booker, David Mr.	2,153.85	2,153.85	1,346.15	4	1,346.15	4	0.00	0.00	0.00	0	0.00	0.00	0.00	0
23	Butler, Gerard Mr.	2,307.69	2,307.69	1,346.15	6	1,346.15	6	0.00	0.00	0.00	0	0.00	0.00	0.00	0
72	Director, Annual Mr.	3,846.15	3,846.15	2,564.10	3	2,564.10	3	0.00	0.00	0.00	0	0.00	0.00	0.00	0
222000	Jim, Jones Mr.	961.54	961.54	560.90	6	560.90	6	0.00	0.00	0.00	0	0.00	0.00	0.00	0
21	Meltemly, Joenne Mrs.	346.15	346.15	10,634.62	6	10,634.62	6	0.00	0.00	0.00	0	0.00	0.00	0.00	0
39	Meltemly, Melide M Ms.	0.00	0.00	0.00	0	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0
100	Murs, Olly Mr.	2,884.62	2,884.62	1,682.69	6	1,682.69	6	0.00	0.00	0.00	0	0.00	0.00	0.00	0
3	Quirkylagg, Helen Joenne Ms.	0.00	0.00	0.00	0	0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0
AB22	Smithy, Black Miss	961.54	961.54	641.02	3	641.02	3	0.00	0.00	0.00	0	0.00	0.00	0.00	0
AB777	Starter, HMRC Ms.	1,153.85	1,153.85	673.08	6	673.08	6	0.00	0.00	0.00	0	0.00	0.00	0.00	0

 **Holiday Pay Average Weekly Earnings**
Report Category: Payroll Analysis
Run Date/Time: 30/09/2015 12:40:10

Page 1 of 2

Generated By: Annie BuckleySecLine

CHPA

Payroll Analysis Reports

Copy Payslip Report

The **Copy Payslip** report allows payroll professionals to view individual employee payslips for a given payrun.

Report parameters

- **Payrun**
- **Company**
- **Pay Group**
- **Employee**

Payroll Analysis Reports

Example of Copy Payslip report

EA Monthly 1				Tax Month 8				EE07			
Earnings		Units	Rate	Amount		Deductions		Amount			
Basic Pay			14.285721	2,166.67		TAX - Code 461L		0.00			
Bonus				30.00		EE NI - Category D		167.30			
						Union		5.00			
						Sports and Social		1.00			
						Pension Scheme Employee		109.00			
Total			Earnings	2,196.67		Total		Deductions			
								283.30			
Running Totals						Amount Paid					
		Tax Year To Date		Accumulations				Earnings			
Gross Pay		2,196.67		Pension Scheme AVC		0.00		2,196.67			
Taxable Pay		2,116.84		Pension Scheme Notional		0.00		283.30			
Tax		0.00		Basic Pay		2,166.67		Net Pay			
								1,913.37			
		This Employment						B/Forward			
Gross Pay		2,196.67						Tax Credit			
Taxable Pay		2,116.84						Amount Paid			
Tax		0.00						1,913.37			
Student Loan								C/Forward			
Employee's NI		167.30						Payment Method			
Employer's NI		164.53						BA			
Tax Credit											
		Previous Employment						Employer's Contributions			
Taxable Pay								ER NI - Category D			
Tax								Pension Scheme Employer			
								164.53			
								219.00			

Payroll Analysis Reports

Employee Earning/Deduction Goals & Limits report

This report displays by payrun details of an employee's earnings/deductions incorporating any annual goals/limits that may be associated.

The report can be focused either by employee (i.e. listing by employee their earnings/deductions) or by earning/deduction (i.e. listing all employees receiving specific earnings/deductions).

Report parameters

- **Payrun**
- **Company or All**
- **Pay Group or All**
- **Earning or Deduction – Both, Earning or Deduction**
- **Earning or All**
- **Deduction or All**

Payroll Analysis Reports

Example of Employee Earning/Deduction Goals & Limits report

EARNINGS/DEDUCTIONS								
TYPE	DESCRIPTION	CODE	ANNUAL LIMIT	GOAL	GOAL TO DATE	GOAL OUTSTANDING	THIS PD	GOAL MET?
PAYGROUP: Max and Lennies Weekly (continued)							COMPANY: Max And Lennies	
Goldeby, Warren							EMPLOYEE CODE: B009	
Earning	Bonus	E2					0.00	
Earning	Non Nisble	E3					0.00	
Earning	Overtime 2 T	E4					0.00	
Deduction	Pension Scheme AVC	PD3					1.67	
Deduction	Pension Scheme Employee	PD1					4.17	
Deduction	Pension Scheme Employer	PD2					8.33	
Deduction	Pension Scheme National	PD4					0.00	
Knight, Rebecca							EMPLOYEE CODE: B013	
Earning	Bonus	E2					0.00	
Earning	Non Nisble	E3					0.00	
Earning	Overtime 2 T	E4					0.00	
Neabitt, Duncan							EMPLOYEE CODE: B015	
Earning	Bonus	E2					0.00	
Earning	Non Nisble	E3					0.00	
Earning	Overtime 2 T	E4					0.00	
Deduction	Pension Scheme AVC	PD3					1.58	
Deduction	Pension Scheme Employee	PD1					3.95	
Deduction	Pension Scheme Employer	PD2					7.90	
Deduction	Pension Scheme National	PD4					0.00	
Nichols, Robyn							EMPLOYEE CODE: B012	
Earning	Bonus	E2					0.00	
Earning	Non Nisble	E3					0.00	
Earning	Overtime 2 T	E4					0.00	
Deduction	Pension Scheme AVC	PD3					1.58	
Deduction	Pension Scheme Employee	PD1					3.95	
Deduction	Pension Scheme Employer	PD2					7.90	
Deduction	Pension Scheme National	PD4					0.00	
Peters, Joseph							EMPLOYEE CODE: B014	
Earning	Bonus	E2					0.00	
Earning	Non Nisble	E3					0.00	
Earning	Overtime 2 T	E4					0.00	


Report Category - Payroll Analysis			Payrun Description: Payroll Register Pre-Commit		Period Ending 06/03/2005	
Employee Earnings & Deductions Goals & Limits					Pay Date 04/03/2005	
			Report Run Date/Time: 15:51:39 12/04/2005		Tax Period: 48 Regular - Post Commit	
			Page 3 of 4		Tax Year: 2004/05	
					<div>EDGL</div>	

Figure 1 - 8 -

Employee Earning/Deduction Goals & Limits report

GL Costing Detail by Payrun report

This report contains employee level figures and provides information on costings by payrun, company and cost centre. It will report differences if the total credits are not equal to the total debits or if the total employee cash earnings less the total employee deductions do not equal the net pay figure. This information is suitable for keying in to a company general ledger.

Report parameters

- **Payrun**
- **Company** or **All**
- **Pay group** or **All**
- **Group by Pay Group, Cost Centre** or **None**
- **Sort by Category** or **Account Number**

Payroll Analysis Reports

Example of GL Costing Detail by Payrun report


ACCOUNT NO.	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT	EMPLOYEE NAME	EMPLOYEE CODE	COST CENTRE	PAYMENT DATE
COMPANY: O Toole Garden Furniture							
PAYGROUP: Peterborough Weekly &							
CATEGORY: Earnings							
AA001-aaa	Basic Pay	4,211.88		Abbot, Jane	AA111	AA Cost Centre	21/01/2006
AA001-aaa	Total	4,207.88					
AB002-aaa	Basic Pay	1.00		Azzopardi, Elaine	AB111	AB Cost Centre	21/01/2006
AB002-aaa	Total	1.00					
AB002-EEE xp	Statutory Adoption Pay	108.00		Azzopardi, Elaine	AB111	AB Cost Centre	21/01/2006
AB002-EEE xp	Total	108.00					
Adm001-aaa	Basic Pay	2.00		Coston, Nigel C	Adm11	Administration	21/01/2006
Adm001-aaa	Total	2.00					
Fin001-aaa	Basic Pay	2.00		Smith, Samantha	Fin001	Finance	21/01/2006
Fin001-aaa	Total	861.92					
CATEGORY: Employee Deductions							
Fin001-LibEEEd	Pension Scheme AVC		1.14	Smith, Samantha	Fin001	Finance	21/01/2006
Fin001-LibEEEd	Pension Scheme Employee		1.14	Smith, Samantha	Fin001	Finance	21/01/2006
<div> <div> Report Category - Payroll Analysis General Ledger Costing Detail by Payrun </div> <div> Payrun Description: 2005/06 week 43 - 0002 </div> <div> Period Ending:29/01/2006 00:00:00 Period Date:27/01/2006 00:00:00 Tax Period:43 Regular Tax Year:2,005 </div> </div>							
		Report Date/Time:07/02/2006 15:03:04		Page 1 of 5		GDPR	

Figure 1 - 9 – GL Costing Detail by Payrun report

GL Costing Detail by Period report

This report contains employee level figures and provides information on costings by general ledger period, company and cost centre. It will report differences if the total credits are not equal to the total debits or if the total employee cash earnings less the total employee deductions do not equal the net pay figure. This information is suitable for keying in to a company general ledger.

Report parameters

- **Year**
- **Period**
- **Company** or **All**
- **Pay group** or **All**
- **Group by Pay Group, Cost Centre** or **None**
- **Sort by Category** or **Account Number**

Payroll Analysis Reports

Example of GL Costing Detail by Period report


ACCOUNT NO.	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT	EMPLOYEE NAME	EMPLOYEE CODE	COST CENTRE	PAYMENT DATE
COMPANY: Framar Distribution Centre							
PAYGROUP: Framar Distribution Monthly							
CATEGORY: Accruals - Earnings							
AcEaBo-AcEaAc	Basic Pay		287.50	Kelly, Aileen	C002	Warehouse	25/03/2004
AcEaBo-AcEaAc	Basic Pay		250.00	Murphy, Aidan	C001	Administration	25/03/2004
AcEaBo-AcEaAc	Basic Pay		170.00	O'Sullivan, Ailish	C003	Quality	25/03/2004
AcEaBo-AcEaAc	Basic Pay		190.00	Smith, Brona	C005	Quality	25/03/2004
AcEaBo-AcEaAc	Basic Pay		189.17	Walsh, Ardai	C004	Administration	25/03/2004
AcEaBo-AcEaAc	Total		1,086.67				
Admini-EeEaEc	Basic Pay	250.00		Murphy, Aidan	C001	Administration	25/03/2004
Admini-EeEaEc	Basic Pay	189.17		Walsh, Ardai	C004	Administration	25/03/2004
Admini-EeEaEc	Total	439.17					
Quali-EeEaEc	Basic Pay	170.00		O'Sullivan, Ailish	C003	Quality	25/03/2004
Quali-EeEaEc	Basic Pay	190.00		Smith, Brona	C005	Quality	25/03/2004
Quali-EeEaEc	Total	360.00					
wareho-EeEaEc	Basic Pay	287.50		Kelly, Aileen	C002	Warehouse	25/03/2004
wareho-EeEaEc	Total	287.50					
CATEGORY: Accruals - Employer Tax							
AcTxBo-AcTxAc	Employers NI		31.87	Kelly, Aileen	C002	Warehouse	25/03/2004
AcTxBo-AcTxAc	Employers NI		27.07	Murphy, Aidan	C001	Administration	25/03/2004
AcTxBo-AcTxAc	Employers NI		16.83	O'Sullivan, Ailish	C003	Quality	25/03/2004
AcTxBo-AcTxAc	Employers NI		19.39	Smith, Brona	C005	Quality	25/03/2004
AcTxBo-AcTxAc	Employers NI		19.29	Walsh, Ardai	C004	Administration	25/03/2004
AcTxBo-AcTxAc	Total		114.45				
Report Category - Payroll Analysis							Year: 2003
General Ledger Costing Detail							GL Accounting Period: 12
 Report Date/Time: 18/11/2003 4:33:12PM Page 1 of 5 Payroll Analysis GDPD							

Figure 1 - 10 – GL Costing Detail by Period report

GL Costing Exceptions by Payrun report

This report contains employee level figures and provides information on costing exceptions by payrun, company and cost centre. Exceptions include a company with an amount not associated with a GL code or employees without assigned primary positions. This information indicates errors in the costing process that should be corrected before keying to a company general ledger.

Report parameters

- **Payrun**
- **Company** or **All**
- **Pay group** or **All**
- **Group by Pay Group, Cost Centre** or **None**
- **Sort by Category** or **Account Number**

Payroll Analysis Reports

Example of GL Costing Exceptions by Payrun report

ACCOUNT NO.	DESCRIPTION	MESSAGES	DEBIT AMOUNT	CREDIT AMOUNT	GL ACCT. PERIOD	PAYMENT DATE
COMPANY: O Toole Garden Furniture						
PAYGROUP: Peterborough Weekly &						
CATEGORY: Employer Contributions						
AA**1-aaa	Pension Scheme Employer			8.28		21/01/2006
AB**12-aaa	Pension Scheme Employer		8.28			21/01/2006
AB**12-EEExp	Pension Scheme Employer			35.19		21/01/2006
Ad m001-333	Pension Scheme Employer		35.19			21/01/2006
<div> <div> Report Category - Payroll Analysis General Ledger Costing Exceptions by Payrun </div> <div> ADP Report Date/Time : 07/02/2006 15:44:38 </div> <div> Payrun Description: 2005/06 week 43 - 0002 Page 1 of 1 </div> <div> Period Ending:29/01/2006 Period Date:27/01/2006 Tax Period:43 Regular Tax Year:2005 GEPR </div> </div>						

Figure 1 - 11 – GL Costing Exceptions by Payrun report

GL Costing Exception by Period report

This report provides information on costings by general ledger period, company and cost centre. Exceptions include a company with an amount not associated with a GL code or employees without assigned primary positions. This information indicates errors in the costing process that should be corrected before keying to a company general ledger.

Report parameters

- **Year**
- **Period**
- **Company** or **All**
- **Pay group** or **All**
- **Group by Pay Group, Cost Centre** or **None**
- **Sort by Category** or **Account Number**

Payroll Analysis Reports

Example of GL Costing Exception by Period report


ACCOUNT NO.	DESCRIPTION	MESSAGES	DEBIT AMOUNT	CREDIT AMOUNT	GL ACCT. PERIOD	PAYMENT DATE
COMPANY: Framar Distribution Centre						
PAYGROUP: Framar Distribution Monthly						
CATEGORY: Tax Credits						
88-88-9099	Tax Credit	Invalid GL Account Format	1,550.00		12	25/03/2004
<div> <div>Report Category - Payroll Analysis</div> <div>General Ledger Costing Exceptions</div> <div>  <div> <div>Report Date/Time: 18/11/2003 4:56:14PM</div> <div>Page 1 of 1</div> <div>Payroll Analysis</div> <div> <div>GE PD</div> </div> </div> </div> </div>						

Figure 1 - 12 – GL Costing Exception by Period report

GL Costing Summary by Payrun report

This report summarises by GL code and provides information on costings by Payrun, company and cost centre. It summarises differences such as total credits not equalling total debits and total employee earnings less total employee deductions not equalling the net pay figure. This information is suitable for keying in to a company general ledger.

Report parameters

- **Payrun**
- **Company** or **All**
- **Pay group** or **All**
- **Group by Pay Group, Cost Centre** or **None**
- **Sort by Category** or **Account Number**

Payroll Analysis Reports

Example of GL Costing Summary by Payrun report


ACCOUNT NO.	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT	PAYMENT DATE
COMPANY: Framar Distribution Centre				
PAYGROUP: Framar Distribution Monthly				
CATEGORY: Accruals - Earnings				
AcEaBo-AcEaAc	Basic Pay		1,086.67	25/03/2004
Admini-EeEaEc	Basic Pay	439.17		25/03/2004
Qualit-EeEaEc	Basic Pay	380.00		25/03/2004
wsreho-EeEaEc	Basic Pay	287.50		25/03/2004
CATEGORY: Accruals - Employer Tax				
AcTxBo-AcTxAc	Employers NI		114.45	25/03/2004
Admini-ErTxEc	Employers NI	46.36		25/03/2004
Qualit-ErTxEc	Employers NI	36.22		25/03/2004
wsreho-ErTxEc	Employers NI	31.87		25/03/2004
CATEGORY: Clearing Transactions - Employee NI				
Admini-EeTxEc	Employees NI	398.38		25/03/2004
Qualit-EeTxEc	Employees NI	311.30		25/03/2004
wsreho-EeTxEc	Employees NI	244.30		25/03/2004
CATEGORY: Clearing Transactions - Employee Taxes				
wsreho-EeTxEc	Tax Credit		1,550.00	25/03/2004
CATEGORY: Earnings				
Admini-EeEaEc	Basic Pay	4,391.67		25/03/2004
Qualit-EeEaEc	Basic Pay	3,600.00		25/03/2004
wsreho-EeEaEc	Basic Pay	2,875.00		25/03/2004
CATEGORY: Employee NI				
Admini-EeTxLc	Employees NI		398.38	25/03/2004
Qualit-EeTxLc	Employees NI		311.30	25/03/2004
wsreho-EeTxLc	Employees NI		244.30	25/03/2004
CATEGORY: Employer NI				
<div> <div>Report Category - Payroll Analysis</div> <div>General Ledger Costing Summary</div> <div>  <div>Report Date/Time: 18/11/2003 4:34:14PM</div> <div>Page 1 of 2</div> <div> <div>Payroll Analysis</div> <div>GSPD</div> </div> </div> </div> <div> <div>Year: 2003</div> <div>GL Accounting Period: 12</div> </div>				

Figure 1 - 13 – GL Costing Summary by Payrun report

GL Costing Summary by Period report

This report summarises by GL code and provides information on costings by general ledger period, company and cost centre. It summarises differences such as total credits not equalling total debits and total employee earnings less total employee deductions not equalling the net pay figure. This information is suitable for keying in to a company general ledger.

Report parameters

- **Year**
- **Period**
- **Company** or **All**
- **Pay group** or **All**
- **Group by Pay Group, Cost Centre** or **None**
- **Sort by Category** or **Account Number**

Payroll Analysis Reports

Example of GL Costing Summary by Period report


ACCOUNT NO.	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT	PAYMENT DATE
COMPANY: Framar Distribution Centre				
PAYGROUP: Framar Distribution Monthly				
CATEGORY: Accruals - Earnings				
AcEaBo-AcEaAc	Basic Pay		1,086.67	25/03/2004
Admini-EeEaEc	Basic Pay	439.17		25/03/2004
Qualit-EeEaEc	Basic Pay	390.00		25/03/2004
wsreho-EeEaEc	Basic Pay	287.50		25/03/2004
CATEGORY: Accruals - Employer Tax				
AcTxBo-AcTxAc	Employers NI		114.45	25/03/2004
Admini-ErTxEc	Employers NI	46.36		25/03/2004
Qualit-ErTxEc	Employers NI	36.22		25/03/2004
wsreho-ErTxEc	Employers NI	31.87		25/03/2004
CATEGORY: Clearing Transactions - Employee NI				
Admini-EeTxEc	Employees NI	398.38		25/03/2004
Qualit-EeTxEc	Employees NI	311.30		25/03/2004
wsreho-EeTxEc	Employees NI	244.30		25/03/2004
CATEGORY: Clearing Transactions - Employee Taxes				
wsreho-EeTxEc	Tax Credit		1,550.00	25/03/2004
CATEGORY: Earnings				
Admini-EeEaEc	Basic Pay	4,391.67		25/03/2004
Qualit-EeEaEc	Basic Pay	3,600.00		25/03/2004
wsreho-EeEaEc	Basic Pay	2,875.00		25/03/2004
CATEGORY: Employee NI				
Admini-EeTxLc	Employees NI		398.38	25/03/2004
Qualit-EeTxLc	Employees NI		311.30	25/03/2004
wsreho-EeTxLc	Employees NI		244.30	25/03/2004
CATEGORY: Employer NI				
<div> <div>Report Category - Payroll Analysis</div> <div>General Ledger Costing Summary</div> <div>  <div>Report Date/Time: 18/11/2003 4:34:14PM</div> <div>Page 1 of 2</div> <div> <div>Payroll Analysis</div> <div>GSPD</div> </div> </div> </div>				

Figure 1 - 14 – GL Costing Summary by Period report

Hours Paid Analysis report

The **Hours Paid Analysis** report provides statistical analysis of hourly-related data. This report will only list employees receiving payment as a result of an hourly rate calculation, i.e. hourly paid employees and employees receiving hourly paid enhancements.

Report parameters

- **Payrun**
- **Company** or **All**
- **Pay group** or **All**
- **Sort by** **None**, **Work Location**, **Business Unit**, **Cost Centre**
- **Group order** – **Asc** or **Desc**
- **Group by** **Employee** or **Earnings code**

Payroll Analysis Reports

Example of Hours Paid Analysis report

EARNINGS CODE	DESCRIPTION	SOURCE	PERIOD	RATE	HOURS	AMOUNT	TOTAL	
							HOURS	AMOUNT
PAY GROUP: Framar Distribution Fortnightly							COMPANY: Framar Distribution Centn	
COST CENTRE: None								
EMPLOYEE CODE: C030							EMPLOYEE NAME: Collins, Maureen	
E1	Basic Pay		10	7.307662	70.0000	511.54		
TOTAL FOR EMPLOYEE NAME: Collins, Maureen							70.0000	511.54
EMPLOYEE CODE: C031							EMPLOYEE NAME: Campbell, Moira	
E1	Basic Pay		10	7.362637	70.0000	515.38		
TOTAL FOR EMPLOYEE NAME: Campbell, Moira							70.0000	515.38
EMPLOYEE CODE: C032							EMPLOYEE NAME: Clarke, Molly	
E1	Basic Pay		10	7.417582	70.0000	519.23		
TOTAL FOR EMPLOYEE NAME: Clarke, Molly							70.0000	519.23
EMPLOYEE CODE: C033							EMPLOYEE NAME: Johnston, Mona	
E1	Basic Pay		10	7.472527	70.0000	523.08		
TOTAL FOR EMPLOYEE NAME: Johnston, Mona							70.0000	523.08
EMPLOYEE CODE: C034							EMPLOYEE NAME: Hughes, Myrna	
E1	Basic Pay		10	7.527472	70.0000	526.92		
TOTAL FOR EMPLOYEE NAME: Hughes, Myrna							70.0000	526.92
EMPLOYEE CODE: C035							EMPLOYEE NAME: O'Farrell, Noreen	
E1	Basic Pay		10	7.582417	70.0000	530.77		
TOTAL FOR EMPLOYEE NAME: O'Farrell, Noreen							70.0000	530.77
EMPLOYEE CODE: C036							EMPLOYEE NAME: Fitzgerald, Oona	
E1	Basic Pay		10	7.637362	70.0000	534.62		
TOTAL FOR EMPLOYEE NAME: Fitzgerald, Oona							70.0000	534.62

Report Category - Payroll Analysis

Hours Paid Analysis Report

Payrun Description: FDC Fort P10

Period Ending: 15/06/2003

Pay Date: 13/06/2003

Tax Period: 10 Regular - Post Commil

Tax Year: 2003/04

ADP

Report Run Date/Time: 12/11/2003 17:43:06

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Payroll Analysis

ANHP

Figure 1 - 15 – Hours Paid Analysis report

Mid period rate changes

Brief description:

This report identifies where employee's rates of pay have changed in between payment periods. It can be run by date or by General Ledger period. Multiple pay runs can be selected from the drop-down list by holding the Ctrl key down and clicking on the required pay-runs.

Who should run this report?

Payroll should run this report.

When should the report be run?

Where rate changes have been implemented, payroll can run the report to ensure that the changes have been implemented for the relevant employees and can check that the resulting totals are as expected.

Information includes:

- Employee name
- Person ID
- Earning
- Pay voucher rate
- Rate effective at date
- Pay amount
- Initial formula

(Note: If the formula has two levels, with the result from the first formula passed to the second formula for further calculation, and it is the rate of the second level that changes there will be two rows that show the same voucher rate.)

Payroll Control Book Period report

This report provides a period on period comparison of regular earnings and deductions. The report displays headcounts, impact of new starters, leavers, salary adjustments, maternity leave, payments in advance and other relevant information.

Report parameters

- **Company** or **All**
- **Pay group** or **All**
- **Year**
- **Period**
- **Summary Reconciliation to Previous Period – Yes or No**
- **Reconciliation of Payments – Yes or No**
- **Reconciliation of Deductions – Yes or No**
- **Reconciliation of Employer Contributions – Yes or No**

Payroll Analysis Reports

Example of Payroll Control Book Period report



Summary Reconciliation to Previous Period						
PAYMENT TYPE	DESCRIPTION	DETAILS	SUBTOTALS	MANUAL PAYMENTS	PAYSLIP REVERSALS	FINAL TOTAL
PAY GROUP: Birmingham Weekly			COMPANY: O'Toole Garden Furniture			
Payments						
Auto Generated	BASIC	Brought Forward from Period 1	800.00			
		First Payment to Starter in Previous Period	500.00			
		Period 2 Amount	1,300.00			1,300.00
	OVERTIME AT DOUBLE THE BASIC HOURLY RATE	Brought Forward from Period 1	100.00			
		First Payment to Starter in Previous Period	100.00			
		Period 2 Amount	200.00			200.00
	BASIC PAY	Brought Forward from Period 1	0.00			
		Starters this Period	746.58			
		First Payment to Starter in Previous Period	355.77			
		Started and Left in this Period	236.30			
		Period 2 Amount	1,338.65			1,338.65
	Bonus	Brought Forward from Period 1	0.00			
		Period 2 Amount	0.00			0.00
	Overtime 1 1/2 T	Brought Forward from Period 1	0.00			
		Period 2 Amount	0.00			0.00
	Earn1	Brought Forward from Period 1	50.00			
		Period 2 Amount	50.00			50.00
	Earn10	Brought Forward from Period 1	50.00			
		Movements in Statutory Leave	-50.00 R			
		Period 2 Amount	0.00			0.00
<hr/>						
Report Category - Payroll Analysis					Tax Year: 2002	
Payroll Control Book Period Report					Tax Period: 02	
<hr/>						
						
Report Run Date/Time: 11/11/2003 6:13:05PM			Page 1 of 10		Payroll Analysis	
						

Figure 1 - 16 – Payroll Control Book Period report

Payroll Analysis Reports

Payroll Costing report

This report provides statistical analysis of all payroll costs at summary level suitable for distribution internally.

Report parameters

- **Payrun**
- **Company or All**
- **Pay group or All**
- **Group by Cost Centre, Business Unit, Work Location or None**
- **Group order – Asc or Desc**

Payroll Analysis Reports

Example of Payroll Costing report


PAY GROUP: Framar Distribution Fortnightly				COMPANY: Framar Distribution Centri	
EMPLOYEE PAYMENTS		EMPLOYEE DEDUCTIONS		EMPLOYER CONTRIBUTIONS	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
Basic Pay	14,707.68	TAX - Code 461L	5,965.52	ER NI - Category A	2,672.16
Statutory Maternity Pay	3,001.00	EE NI - Category A	646.94	Total:	2,672.16
Statutory Adoption Pay	3,000.98	Student Loan Repayment	885.00		
Statutory Paternity Pay	3,001.02	Total:	7,477.46		
Total:	23,710.68				
AMOUNT PAID ANALYSIS		EMPLOYER REBATES		EMPLOYER COST OF PAYROLL	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
Net Pay	16,233.22	SSP	0.00	TOTAL PAYROLL COSTS:	17,725.08
Tax Credits	155.00	SMP	2,885.92		
Amount Paid	16,388.22	SPP	2,885.94		
		SAP	2,885.90		
		Total:	8,657.76		
** End of Report **					
Report Category - Payroll Analysis			Payrun Description: FDC Fort P10		Period Ending: 15/06/2003
Payroll Costing Report					Pay Date: 13/06/2003
					Tax Period: 10 Regular - Post Commil
					Tax Year: 2003/04
			Page 1 of 1		Payroll Analysis ANCO
Report Run Date/Time: 11/11/2003 17:59:02					

Figure 1 - 17 – The Payroll Costing report

Payroll Analysis Reports

Payroll Costing by Period report

This report provides statistical analysis of all payroll costs by selected tax periods. This report is suitable for distribution internally.

Report parameters

- **Year**
- **Tax month**
- **Company** or **All**
- **Pay group** or **All**

Payroll Analysis Reports

Example of Payroll Costing by Period report


PAY GROUP: Peterborough Monthly				COMPANY: O'Toole Garden Furniture	
PERIOD: 08 - PAYRUN: 2005/06 month 8 - 0001					
EMPLOYEE PAYMENTS		EMPLOYEE DEDUCTIONS		EMPLOYER CONTRIBUTIONS	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
Basic Pay	3,841.67	TAX	584.54	ER NI	287.05
Bonus	100.00	EE NI	292.15	Pension Scheme Employer	384.17
Non Niable	0.00	Pension Scheme Employee	192.08	Pension Scheme Notional	0.00
Overtime 2 T	0.00	Pension Scheme AVC	76.83	Total:	671.22
Total:	3,941.67	Total:	1,145.60		
AMOUNT PAID ANALYSIS		EMPLOYEE REBATES		EMPLOYER COST OF PAYROLL	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
Net Pay:	2,796.07	SSP	0.00	TOTAL PAYROLL COSTS:	4,612.89
Tax Credits:	150.00	SMP	0.00		
Amount Paid:	2,946.07	SPP	0.00		
		SAP	0.00		
		Total:	0.00		
Report Category - Payroll Analysis					
Payroll Costing by Period					
				Tax Year: 2005/06	
				Tax Period: 08	
		Report Run Date/Time: 08/02/2006 9:23:59		Payroll Analysis	
		Page 1 of 2		ANCP	

Figure 1 - 18 – Payroll Costing by Period report

Payroll Register report

This report provides detailed payslip information for all employees at post commit. Pending items are included and displayed separately.

Report parameters

- **Payrun**
- **Company** or **All**
- **Pay group** or **All**
- **Group by Cost Centre, Business Unit, Work Location** or **None**
- **Group order** – **Asc** or **Desc**
- **Sort by Employee Name** or **Employee Code**
- **Sort order** – **Asc** or **Desc**

Payroll Analysis Reports

Example of Payroll Register report

PAY GROUP: Framar Distribution Fortnightly					COMPANY: Framar Distribution Centrx		
(continued)							
Campbell, Moira		EMPLOYEE CODE: C031 NI NUMBER: HY147981C			BUSINESS UNIT: Framar Drivers COST CENTRE: LOCATION: Belfast		
PAYMENTS					DEDUCTIONS		
DESCRIPTION	QTY	RATE	AMOUNT	TAX YTD	DESCRIPTION	AMOUNT	TAX YTD
Basic Pay	70.0000	7.362637	515.38	2,576.90	TAX - Code 461L	65.50	327.05
					EE NI - Category A	37.11	185.55
Total Hours:		70.0000	Total Payments:	515.38			
				2,576.90	Total:	102.61	512.60
AMOUNT PAID ANALYSIS		EMPLOYER CONTRIBUTIONS			TAX YEAR TO DATE		
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT	TAX YTD	DESCRIPTION	THIS EMPLOYMENT	PREV EMPLOYMENT
Net Pay:	412.77	ER NI - Category A	43.18	215.90	Gross:	2,576.90	
Tax Credits:	1.00	Total:	43.18	215.90	Taxable:	2,576.90	0.00
Amount Paid:	413.77				Tax Paid:	327.05	0.00
					Tax Credits:	15.00	
PAYMENT METHOD: BACS							

Figure 1 - 19 – Payroll Register report

Payrun Control Book Summary report

The **Payrun Control Book Summary** report provides a summary of pay group results totals, showing payslip net pay, deductions, employers' costs, disbursement key dates and HMRC payments.

Report parameters

- **Report by – Payrun or GL**
- **Date From/To**
- **Payrun**
- **Year**
- **Period**
- **Company or All**
- **Pay group or All**
- **Pay Element Summary – Yes or No**
- **HMRC Payments – Yes or No**
- **Amount Paid Analysis – Yes or No**

Payroll Analysis Reports

Example of Payrun Control Book Summary report


CODE	PAYMENT DESCRIPTION	AMOUNT	MANUAL PAYMENTS	PAYSLIP REVERSALS	TOTAL AMOUNT
PAYGROUP: Sheffield Lunar Monthly			COMPANY: O'Toole Garden Furniture		
TAXABLE & NICABLE PAYMENTS					
E1	Basic Pay	600.07			600.07
TAXABLE & NICABLE PAYMENTS		Total:	600.07		600.07

CODE	DEDUCTION DESCRIPTION	PAYMENT DATE	AMOUNT PAID BY BACS	OTHER REGULAR PAYMENT	MANUAL PAYMENTS	PAYSLIP REVERSALS	TOTAL LIABILITY
PAYGROUP: Sheffield Lunar Monthly			COMPANY: O'Toole Garden Furniture				
STATUTORY DEDUCTIONS							
NI_EE	Employees NI	22/01/2008	21.79				21.79
UKTAX	UK Income Tax	22/01/2008	132.00				132.00
STATUTORY DEDUCTIONS		Total:	153.79				153.79

CODE	CONTRIBUTION DESCRIPTION	PAYMENT DATE	AMOUNT PAID BY BACS	OTHER REGULAR PAYMENT	MANUAL PAYMENTS	PAYSLIP REVERSALS	TOTAL LIABILITY
PAYGROUP: Sheffield Lunar Monthly			COMPANY: O'Toole Garden Furniture				
STATUTORY EMPLOYER CONTRIBUTIONS							
NI_ER	Employers NI	22/01/2008	25.35				25.35
STATUTORY EMPLOYER CONTRIBUTIONS		Total:	25.35				25.35

Report Category - Payroll Analysis
Payrun Control Book Summary Report

Payrun Description: 2007/08 week 40 - 0001

 Report Run Date/Time: 24/12/2009 9:45:36

Page 1 of 3

COBS

Figure 1 - 20 – Payrun Control Book Summary report

Payroll Analysis Reports

Pending Items by Tax Year report

The purpose of this report is to provide details of manual payment and reversal adjustments by tax year showing earnings/deductions type including the impact on year to date values at post commit stage of the payroll process.

Report parameters

- **Payrun**
- **Company** or **All**
- **Pay group** or **All**
- **Sort By** –**Employee Name**, or **Employee Code**
- **Sort Order** – **Asc** or **Desc**

Payroll Analysis Reports

Example of Pending Items by Tax Year report

PAYMENTS				DEDUCTIONS		AMOUNT PAID ANALYSIS		EMPLOYER CONTRIBUTIONS	
DESCRIPTION	UNITS	RATE	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
PAY GROUP: Peterborough Weekly & EMPLOYEE NAME: Costin, Nigel C.						COMPANY: O Toole Garden Furniture NI NUMBER: NB697964A			
Manual Payment Printed Next Payrun									
BONUS			200.00	TAX - Code 489L	-32.72 R	NET PAY:	221.06	ER NI - Category A	13.57
				EE NI - Category A	11.66	TAX CREDITS:	35.00		
						AMOUNT PAID:	256.06		
Total Hours:			0.0000	Total Amount:		200.00	Total:		-21.06 R
Total:				Total:			Total:		13.57
Payrun Details: Company: O'Toole Garden Furniture Paygroup: Peterborough Weekly & Payrun: 2005/06 week 11 - 0001									
EMPLOYEE NAME: Smith, Samantha					EMPLOYEE CODE: A068			NI NUMBER: TY643532B	
Immediate Manual Payment									
BONUS			500.00	TAX - Code 489L	84.28	NET PAY:	377.75	ER NI - Category D	37.34
				EE NI - Category D	37.97	AMOUNT PAID:	377.75		
Total Hours:			0.0000	Total Amount:		500.00	Total:		122.25
Total:				Total:			Total:		37.34
Payrun Details: Company: O'Toole Garden Furniture Paygroup: Peterborough Weekly & Payrun: 2005/06 week 26 - 0003									
** End of Report **									

Report Category - Payroll Analysis

Pending Items by Tax Year Report

Tax Year: 2005/06

ADP

Report Run Date/Time: 08/02/2006 9:46:13

Page 1 of 1

Payroll Analysis

PENY

Figure 1 - 21 – Pending Items by Tax Year report

Payroll Analysis Reports

Pending Items Final report

The purpose of this report is to provide details of manual payment and reversal adjustments by employee showing earnings/deductions type including the impact on year to date values at post commit stage of the payroll process.

Report parameters

- **Payrun**
- **Company** or **All**
- **Pay group** or **All**
- **Sort By** –**Employee Name**, or **Employee Code**
- **Sort Order** – **Asc** or **Desc**

Payroll Analysis Reports

Example of Pending Items Final report


PAYMENTS				DEDUCTIONS		AMOUNT PAID ANALYSIS		EMPLOYER CONTRIBUTIONS	
DESCRIPTION	UNITS	RATE	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
PAY GROUP: Framar Distribution Fortnightly				EMPLOYEE CODE: C038				COMPANY: Framar Distribution Centr	
EMPLOYEE NAME: Martin, Orla								NI NUMBER: ER885590C	
Payslip Reversal									
BASIC PAY	-70.0000	7.747252	-542.31 R	TAX - Code 461L	-71.21 R	NET PAY:	-431.03 R	ER NI - Category A	-46.63 R
				EE NI - Category A	-40.07 R	AMOUNT PAID:	-431.03 R		
						BACS	-431.03		
Total Hours:	-70.0000	Total Amount:	-542.31 R	Total:	-111.28 R			Total:	-46.63 R
BASIC PAY	-70.0000	7.747252	-542.31 R	TAX - Code 461L	-71.44 R	NET PAY:	-430.80 R	ER NI - Category A	-46.63 R
				EE NI - Category A	-40.07 R	AMOUNT PAID:	-430.80 R		
						BACS	-430.80		
Total Hours:	-70.0000	Total Amount:	-542.31 R	Total:	-111.51 R			Total:	-46.63 R
BASIC PAY	-70.0000	7.747252	-542.31 R	TAX - Code 461L	-71.22 R	NET PAY:	-431.02 R	ER NI - Category A	-46.63 R
				EE NI - Category A	-40.07 R	AMOUNT PAID:	-431.02 R		
						BACS	-431.02		
Total Hours:	-70.0000	Total Amount:	-542.31 R	Total:	-111.29 R			Total:	-46.63 R
BASIC PAY	-70.0000	7.747252	-542.31 R	TAX - Code 461L	-71.44 R	NET PAY:	-430.80 R	ER NI - Category A	-46.63 R
				EE NI - Category A	-40.07 R	AMOUNT PAID:	-430.80 R		
						BACS	-430.80		
Total Hours:	-70.0000	Total Amount:	-542.31 R	Total:	-111.51 R			Total:	-46.63 R
** End of Report **									
Report Category - Payroll Analysis				Payrun Description: FDC Fort P10				Period Ending: 15/06/2003	
Pending Items Final Report								Pay Date: 13/06/2003	
								Tax Period: 10 Regular - Post Commil	
								Tax Year: 2003/04	
				Report Run Date/Time: 12/11/2003 19:59:09				Payroll Analysis	
				Page 1 of 1				PENF	

Figure 1 - 22 – Pending Items Final report

Payroll Analysis Reports

Starter and Leavers Review (Post-Commit) report

This report provides a list of starters and leavers included in the payrun after the payrun has been committed.

Report parameters

- **Payrun**
- **Company** or **All**
- **Pay Group** or **All**

Payroll Analysis Reports

Example of Starter and Leavers Review (Post-Commit) report

EMPLOYEE NAME	EMPLOYEE CODE	NATIONAL INSURANCE NO.	START DATE	LEAVING DATE	BASE RATE	FREQUENCY
PAY GROUP: Sheffield Monthly					COMPANY: O'Toole Garden Farnitur	
Starter Previous Period						
Adams, Michael	A199	BT590770A	10/09/1990		20,400.00	Annual
Adams, Vienne	A072	YH672541D	03/09/1990		30,500.00	Annual
Attenciffe, Robin	A003	QV980956B	03/09/1990		31,000.00	Annual
Barfield, Richard M.	A425	JK377795A	03/09/1990		19,900.00	Annual
Bark, Kevin S.	A427	YK325193A	07/09/1990		22,000.00	Annual
Barneclough, Brian	A426	KL664985A	07/09/1990		21,900.00	Annual
Bert, William A.	A502	NR589077C	07/09/1990		22,200.00	Annual
Bleke, Peter	A278	YD679680D	03/09/1990		31,500.00	Annual
Bleke, Tracey	A085	WL261540A	03/09/1990		20,500.00	Annual
Bloomfield, Stan	A084	TR510670D	03/09/1990		20,500.00	Annual
Brown, Fay S.	A216	QR184593B	03/09/1990		28,800.00	Annual
Burnop, Joanna H.	A896	YB995116A	03/09/1990		33,700.00	Annual
Calen, Terence	A503	WP834912A	03/09/1990		33,000.00	Annual
Chamberlin, Lewis A.	A652	NR599921A	07/09/1990		22,500.00	Annual
Chambers, Nicky	A439	JJ173158B	03/09/1990		31,100.00	Annual
Charles, Jenie	A215	YT401610B	03/09/1990		28,500.00	Annual
Colins, Laura K.	A213	RR778630B	03/09/1990		28,300.00	Annual
Cook, Susan	A276	YT171257D	07/09/1990		21,500.00	Annual
Crawford, Julie S.	A291	HT516648D	03/09/1990		29,500.00	Annual
Davies, Dylan	A653	WM540506C	03/09/1990		34,000.00	Annual
Deitler, Juergen	A428	YT885405A	03/09/1990		32,500.00	Annual
East, Noreen	A516	AB703174A	03/09/1990		32,100.00	Annual

Report Category - Payroll Analysis

Starter & Leavers Analysis (Post-Comm it)

ADP

Report Run Date/Time : 09/07/2006 10:58:00

Page 1 of 1

Payroll Analysis

SLRP

Figure 1 - 23 – Starter and Leavers Review (Post-Commit) report

Statement of Earnings Report

The purpose of this report is to provide a breakdown of earnings for an employee from a specific tax year, including details of National Insurance and tax payments.

Report parameters

- **Tax Year**
- **Company** or **All**
- **Pay group** or **All**
- **Employee** or **All**

Payroll Analysis Reports

Example of Statement of Earnings Report

Payroll Analysis Reports

Name	Rosmary McGuinness						
Address	Quail Rise SHEFFIELD S2 5GB						

<u>Employer Details</u>							
Name	O Toole & Garden Furnitur						
Address	No Address Found						
Tax District Name	Paye As You Earn						
Tax District Reference No.	123 / 124566						

<u>Employee Details</u>							
Employee Code	A620						
Date of Birth	09/07/1962						
Date of Start	17/09/1990						
Date Left							
National Insurance Number	NP462018D						
National Insurance Code	A						
<u>National Insurance Details</u>							
Earnings to LEL	Earnings LEL to PT	Earnings PT to UAP	Earnings UAP to UEL/UST	Earnings Over UEL/UST	Employee NI Contributions	Employer NI Contributions	NI Code Letter
5,772.00	2,184.00	32,084.00	1,825.00	3,460.00	4,138.28	5,156.92	A
Tax Code	461L Cumulative						
Total Taxable Pay Year To Date	41,699.00						
Total Tax Paid Year To Date	14,776.55						
Previous Taxable Pay	0.00						
Previous Tax Paid	0.00						


	Statement of Earnings		The above data is for Tax Year 2014/15		Generated By: Lucy Lawson		
	Report Category: Payroll Analysis						
	Run Date/Time:	13/02/2015 14:11:56	Page 57 of 74				
						STOE	

Figure 1 - 24 – Statement of Earnings report