



Workforce Today Migration Report Guide

August 2020

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Workforce Today Migration Report Guide

Introduction

Reporting is a crucial part of your Workforce Today HCM solution. The chart below provides a comparison of reports typically used in the current system and reports found in the new Workforce Today solution. As you will see, Workforce Today offers the convenience of fewer reports all while providing access to the same data. Also included is a sample of the most commonly used Workforce Today reports.

The Workforce Today reporting solution is a powerful tool with over 250 standard reports all online and at your fingertips. Need something else? Create your own report using the included report writing tool!

LEGACY / WORKFORCE TODAY REPORT COMPARISON

WEBPAY REPORT	WORKFORCE TODAY REPORT
<i>Payroll Register</i>	Payroll Register
<i>Employee Master</i>	Employee Profile with Check Accumulations
<i>Cash Requirements</i>	Payroll Summary
<i>Employee Changes</i>	New Employee and Change Audit
<i>Employee Deduction Changes</i>	New Employee and Change Audit
<i>Employee Direct Deposit Changes</i>	New Employee and Change Audit
<i>Tax Liability Summary</i>	Tax Liability Summary
<i>Tax Analysis</i>	Tax Liability Summary
<i>Management Summary</i>	Tax Liability Summary
<i>Direct Deposit Report</i>	Direct Deposit Register
	Vouchers
<i>Pay Data Entries</i>	Pay Transactions Audit- during Payroll Preview
<i>Gross To Net Distribution</i>	Labor Allocation Detail
<i>Fringe Report</i>	Leave Accruals Report

Payroll Summary

Breakdown of cash required to fulfill Checks/Direct Deposit/Payroll invoicing/PTF liabilities/Deductions/Taxes

Client ID: SALES - SALES DEMO CORPORATION	PAYROLL SUMMARY	Period Begin Date: 3/14/2020
Pay Group: Liberty - Sales Consulting	SALES DEMO LTD	Period End Date: 3/27/2020
Check Date: 3/27/2020	DBA: Bright Consulting Services, Inc.	Pay Period: 1
Run Date: 3/26/2020	Run Number: 8	Payroll Type: Regular Payroll

*** PAYROLL FUNDING ***

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****2955	*****5666	2	\$4,436.04	\$0.00
Direct Deposits	M & T BANK	*****2955	*****5666	1	\$0.00	\$320.87
Totals:				3	\$4,436.04	\$320.87
Tax Liabilities	M & T BANK	*****2955	*****5666		\$0.00	\$2,502.53
Third Party Checks	M & T BANK	*****2955	*****5666		\$0.00	\$0.00
Third Party Electronic Payment	M & T BANK	*****2955	*****5666		\$0.00	\$0.00
Payroll Billing	M & T BANK	*****2955	*****5666		\$0.00	\$104.00
Totals:					\$0.00	\$2,606.53
Total ACH Debit:					Impound Date: 3/27/2020	\$2,927.40
Total Payroll Funding (all items):						\$7,363.44

*** PAYROLL TOTALS ***

Payroll Totals	Totals By Check Type	Counts By Check Type	Employee Counts
Net Pay Checks \$4,436.04	Total Live Checks \$4,436.04	Total Live Checks 2	Active Employees Paid 3
Direct Deposits \$320.87	Additional Checks \$0.00	Additional Checks 0	Inactive Employees Paid 0
**** Total Net Payroll \$4,756.91	Manual Checks \$0.00	Manual Checks 0	Terminated Employees Paid 0
	Void Checks/Direct Deposits \$0.00	Void Checks 0	Total Employees Paid 3
Total Taxes \$2,502.53	Third Party Sick Checks \$0.00	Third Party Sick Checks 0	Active Employee Count 3
**** Total Payroll \$7,259.44	Adjustments \$0.00	Adjustments 0	Inactive Employee Count 0
	Direct Deposits (1) \$320.87	Vouchers (Direct Deposit) 1	Terminated Employee Count 0
Payroll Adjustments \$0.00	Total Third Party Pays \$0.00	Total Third Party Payments 0	Total Employee Count 3
**** Adjusted Total \$7,259.44	Total Third Party Void Checks \$0.00	Total Third Party Voids 0	Employees Paid this Month 3
		Zero Net Checks 0	Active Employees this Month 3
			Employees with W2 Data 3

*** EARNINGS & DEDUCTIONS ***

Earnings	CURRENT		MTD		QTD		YTD	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Regular	126.00	3,194.92	126.00	3,194.92	126.00	3,194.92	126.00	3,194.92
Worked Holiday	24.00	2,880.00	24.00	2,880.00	24.00	2,880.00	24.00	2,880.00
Weather	10.00	390.00	10.00	390.00	10.00	390.00	10.00	390.00
PTO	5.00	195.00	5.00	195.00	5.00	195.00	5.00	195.00
Fringe	45.00	0.00	45.00	0.00	45.00	0.00	45.00	0.00
Total Earnings	210.00	6,659.92	210.00	6,659.92	210.00	6,659.92	210.00	6,659.92
Memo Calculations	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
ER 401(k) match	0.00	131.60	0.00	131.60	0.00	131.60	0.00	131.60
ER-YMCA	0.00	99.24	0.00	99.24	0.00	99.24	0.00	99.24
ER Medical Cost	0.00	1,010.48	0.00	1,010.48	0.00	1,010.48	0.00	1,010.48
ER Life	0.00	6.38	0.00	6.38	0.00	6.38	0.00	6.38
Total Memo Calculations	0.00	1,247.70	0.00	1,247.70	0.00	1,247.70	0.00	1,247.70
Deductions		Dollars		Dollars		Dollars		Dollars
401(k)		78.00		78.00		78.00		78.00
Medical Pre-tax		108.64		108.64		108.64		108.64
Total Deductions		186.64		186.64		186.64		186.64



Leave Accrual Report

Breakdown of leave accruals per employee with employee details

Client ID: SALES - SALES DEMO CORPORATION	LEAVE ACCRUAL REPORT	Period Begin Date: 4/6/2020
Pay Group: Biweekly-Sales Demo Corp	SALES DEMO CORPORATION	Period End Date: 4/19/2020
Check Date: 4/24/2020		Pay Period: 7
Run Date: 4/29/2020 Run Number: 150		Payroll Type: Regular Payroll

LEAVE ACCRUAL: PTO

Division	Dept/Grant	Status	Emp #	Employee Name	Service Date	Length of Service	YTD Accrued	Starting Balance	Current Accrual	Current Taken	Ending Balance	Balance is Unavailable
TECH	HR	Active	22	Abbado, Trisha S	7/3/2012	93 months	32.34	51.72	4.6200	0.00	56.34	
TECH	ENG	Active	26	Abbott, William H	3/22/2011	108 months	32.34	59.72	4.6200	0.00	64.34	
MANU	MFTG	Inactive	2671	Abbott, Barry	5/3/2017	35 months	0.00	40.00	0.0000	0.00	40.00	
TECH	IT	Active	2672	Abeyta, Paul	5/3/2017	35 months	32.34	67.72	4.6200	0.00	72.34	
TECH	HR	Active	2805	Arden, Elizabeth S	3/8/2019	13 months	21.54	58.46	3.0770	0.00	61.54	
TECH	HR	Active	53	Augustine, Carol Dee	9/8/2015	55 months	32.34	67.72	4.6200	0.00	72.34	
MANU	MFTG	Active	2674	Barr, Russell	5/3/2017	35 months	32.34	67.72	4.6200	0.00	72.34	
MANU	ENG	Active	57	Bell, Lucy	9/5/2016	43 months	32.34	67.72	4.6200	0.00	72.34	
MANU	MFTG	Active	47	Bell, William G	2/5/2014	74 months	32.34	67.72	4.6200	0.00	72.34	
MANU	MFTG	Active	96	Blanco, Thomas	11/16/2016	41 months	32.34	67.72	4.6200	0.00	72.34	
TECH	HR	Active	54	Bland, Suzette H	9/8/2015	55 months	32.34	67.72	4.6200	0.00	72.34	
MANU	MFTG	Active	2792	Bonnie, Sandy	4/19/2018	24 months	23.08	58.46	4.6200	0.00	63.08	

Labor Allocation Summary

Labor breakdown of earnings and tax

Client ID: SALES - SALES DEMO CORPORATION	LABOR ALLOCATION SUMMARY	Period Begin Date: 4/6/2020
Pay Group: Biweekly-Sales Demo Corp	SALES DEMO CORPORATION	Period End Date: 4/19/2020
Check Date: 4/24/2020		Pay Period: 7
Run Date: 4/29/2020 Run Number: 150	Group By: Dept/Grant	Payroll Type: Regular Payroll

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Dept/Grant(ACTG - Accounting) Totals								
Pays:								
Regular	79.20	1,598.59	139.05	2,620.40	139.05	2,620.40	526.08	10,497.43
Blended OT							5.52	132.48
Auto Allowance		30.00		60.00		60.00		210.00
PTO							5.52	88.32
Vacation			2.40	71.54	2.40	71.54	2.40	71.54
Total Gross Pay:	79.20	1,628.59	141.45	2,751.94	141.45	2,751.94	539.52	10,999.77
Employee Taxes:								
SOC SEC EE		93.53		158.99		158.99		642.49
MED EE		21.88		37.20		37.20		150.29
FEDERAL WH		229.70		459.40		459.40		1,620.47
PA WH		46.31		78.73		78.73		318.14
PA SUI EE		0.98		1.65		1.65		6.62
WEST CHESTER		8.83		17.66		17.66		62.87
BETHLEHEM (BETHLEHEM AREA SD)		12.35		15.76		15.76		80.49
BETHLEHEM LST (BETHLEHEM ASD)		0.60		1.20		1.20		4.20
WEST CHESTER LST		1.38		2.76		2.76		9.66
Total Employee Taxes:		415.56		773.35		773.35		2,895.23



Labor Allocation Detail

Labor breakdown of earnings and taxes by employee

Client ID: SALES - SALES DEMO CORPORATION		LABOR ALLOCATION DETAIL				Period Begin Date: 4/6/2020			
Pay Group: Biweekly-Sales Demo Corp		SALES DEMO CORPORATION				Period End Date: 4/19/2020			
Check Date: 4/24/2020		Group By: Dept/Grant				Pay Period: 7			
Run Date: 4/29/2020 Run Number: 150						Payroll Type: Regular Payroll			
Dept/Grant(ACTG - Accounting)									
		Current		Month To Date		Quarter To Date		Year To Date	
		Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Bell, Lucy									
Regular		55.20	883.20	110.40	1,766.40	110.40	1,766.40	377.43	6,066.48
Blended OT								5.52	132.48
PTO								5.52	88.32
Total Gross Pay:		55.20	883.20	110.40	1,766.40	110.40	1,766.40	388.47	6,287.28
SOC SEC EE			54.76		109.52		109.52		389.82
MED EE			12.81		25.62		25.62		91.18
FEDERAL WH			79.70		159.40		159.40		570.47
PA WH			27.12		54.24		54.24		193.04
PA SUI EE			0.53		1.06		1.06		3.78
WEST CHESTER			8.83		17.66		17.66		62.87
WEST CHESTER LST			1.38		2.76		2.76		9.66
Total Employee Taxes:			185.13		370.26		370.26		1,320.82
Child Support			102.12		204.24		204.24		714.84
401(k)			17.94		35.88		35.88		125.58
Employee Loan			34.50		69.00		69.00		241.50
Total Deductions:			154.56		309.12		309.12		1,081.92
Netpay:			543.51		1,087.02		1,087.02		3,884.54
SOC SEC ER			54.76		109.52		109.52		389.82
MED ER			12.81		25.62		25.62		91.18
FUTA ER			1.86		3.72		3.72		12.51
PENNSYLVANIA SUI ER			32.49		64.98		64.98		231.29
Total Employer Taxes:			100.06		201.98		201.98		741.27

Tax Liability Summary

Summary of Employer and Employee liability for Federal, State and Local taxes

Client ID: SALES - SALES DEMO CORPORATION		TAX LIABILITY SUMMARY				Period Begin Date: 4/6/2020	
Pay Group: Biweekly-Sales Demo Corp		SALES DEMO CORPORATION				Period End Date: 4/19/2020	
Check Date: 4/24/2020						Pay Period: 7	
Run Date: 4/29/2020 Run Number: 150						Payroll Type: Regular Payroll	
Current Quarter							
Tax Agency	Tax	Check Date	Subject Wage	Taxable Wage	Tax Amount		
Federal - 941 Taxes (Federal Tax Deposit)	SOC SEC EE	4/24/2020	215,159.81	215,159.81	13,339.84		
			Total - SOC SEC EE	215,159.81	13,339.84		
Federal - 941 Taxes (Federal Tax Deposit)	SOC SEC ER	4/24/2020	215,159.81	215,159.81	13,339.84		
			Total - SOC SEC ER	215,159.81	13,339.84		
Federal - 941 Taxes (Federal Tax Deposit)	MED EE	4/24/2020	215,159.81	215,159.81	3,119.83		
			Total - MED EE	215,159.81	3,119.83		
Federal - 941 Taxes (Federal Tax Deposit)	MED ER	4/24/2020	215,159.81	215,159.81	3,119.83		
			Total - MED ER	215,159.81	3,119.83		
Federal - 941 Taxes (Federal Tax Deposit)	FEDERAL WH	4/24/2020	215,014.37	215,014.37	19,544.83		
			Total - FEDERAL WH	215,014.37	19,544.83		
Total - Federal - 941 Taxes (Federal Tax Deposit)					52,464.17		
Federal - ER UI (FUTA)	FUTA ER	4/24/2020	206,665.71	41,253.69	247.57		
			Total - FUTA ER	206,665.71	41,253.69		
Total - Federal - ER UI (FUTA)					247.57		



New Employee and Change Audit

New employees added and existing employee data updates in current pay run

Client ID: SALES - SALES DEMO CORPORATION	NEW EMPLOYEE AND CHANGE AUDIT	Period Begin Date: 4/6/2020
Pay Group: Biweekly-Sales Demo Corp	SALES DEMO CORPORATION	Period End Date: 4/19/2020
Check Date: 4/24/2020		Pay Period: 7
Run Date: 4/29/2020 Run Number: 150		Payroll Type: Regular Payroll

New Employees

*** NO NEW EMPLOYEES ADDED THIS PAYROLL ***

Employee Updates

Employee ID	Name	Category	Description	Previous Value	New Value	Date/Time	User Name
22	Trisha S Abbado	Employment	EligibleForRehire	False	True	4/24/2020 3:34:22 PM	joannet
22	Trisha S Abbado	Employment	EligibleForRehire	True	False	4/24/2020 3:35:01 PM	joannet
22	Trisha S Abbado	Employment	TerminationDate		4/24/2020 12:00:00 AM	4/24/2020 3:34:22 PM	joannet
22	Trisha S Abbado	Employment	TerminationDate	4/24/2020 12:00:00 AM		4/24/2020 3:35:01 PM	joannet
22	Trisha S Abbado	Employment	TerminationReason		Other	4/24/2020 3:34:22 PM	joannet
22	Trisha S Abbado	Employment	TerminationReason	Other		4/24/2020 3:35:01 PM	joannet
22	Trisha S Abbado	Memo Calc	XER Life - StopDate		4/24/2020	4/24/2020 3:34:22 PM	joannet
18	Frank Harold Brenner	Personal	EmailAddress	FRANK.BRENNER@BRTSKIES.COM	dsmellie@cfl.rr.com	4/15/2020 1:17:46 PM	debbieparks

Deduction and Memo Calc Updates from Benefits Changes

The following employee deduction and memo calc amounts were updated during the payroll process as a result of benefit changes that became effective this pay period.

Employee ID	Name	Category	Description	Previous Value	New Value
18	Frank Harold Brenner	Deduction	FSA Medical - Amount	14.68	14.69

Effective Pay Changes

*** NO EFFECTIVE PAY CHANGES THIS PAYROLL ***

Activated Direct Deposits

The following employee direct deposits were activated this pay period.

Employee ID	Name	Account Type	Routing	Account	Process Sequence	Percent	Amount
22	Trisha S Abbado	Checking	063100277	11115548572	1		200.00
22	Trisha S Abbado	Checking	063100277	0005654545577	Remaining Net		

YTD Register

This Report compares to the Employee Master

Client ID: SALES - SALES DEMO CORPORATION	YTD REGISTER	Period Begin Date: 4/6/2020
Pay Group: Biweekly-Sales Demo Corp	SALES DEMO CORPORATION	Period End Date: 4/19/2020
Check Date: 4/24/2020		Pay Period: 7
Run Date: 4/29/2020 Run Number: 150		Payroll Type: Regular Payroll

Employee Information	Earnings		Taxes		Deductions		Gross Pay	Net Pay
	Title	Hours	Dollars	Wage	Tax	Title		
Trisha S Abbado 5000 LAW STREET ALLENTOWN, PA 18102 SSN: XXX-XX-1111 Status: Active	Employee #: 22 Division: TECH Dept/Grant: HR Hire Date: 7/3/2012 Salary: 1538.46	Regular 412.00 ER-YMCA* 0.00 ER Medical Cost* 0.00 Clergy Housing 0.00 ER Life* 0.00	12,189.41 231.56 2,836.02 576.92 16.17	SOC SEC EE 12,404.83 MED EE 12,404.83 FEDERAL WH 11,645.91 PA WH 12,404.83 MACUNGIE 11,827.91 PA SUI EE 12,766.33 MACUNGIE OPT 12,766.33	769.10 179.87 896.46 380.82 233.57 7.66 14.00	401(k) 182.00 Medical Pre-tax 361.50	12,766.33	9,741.35
Totals:		412.00	12,766.33		2,481.48	543.50		
William H Abbott 200 Delaware Aven BUFFALO, NY 14220 SSN: XXX-XX-7654 Status: Active	Employee #: 26 Division: TECH Dept/Grant: ENG Hire Date: 5/23/2011 Salary: 2746.15	Regular 560.00 ER 401(k) match* 0.00 ER-YMCA* 0.00 ER Life* 0.00	19,223.05 1,153.39 231.56 16.17	SOC SEC EE 18,923.05 MED EE 18,923.05 FEDERAL WH 18,923.05 NEW YORK WH 18,923.05 NEW YORK SDI EE 19,223.05 NEW YORK PFL 19,223.05	1,173.23 274.38 1,502.11 918.96 8.40 51.87	HSA Pre-Tax 300.00 401(k) 182.00 401(k) Roth 2,233.00 Medical Pre-tax 383.16	19,223.05	14,994.10
Totals:		560.00	19,223.05		3,928.95	300.00		
Paul Abeyta 15 Kings Rd Slogh Berkshire UK 5L1 2PS Warrington, PA 18976 SSN: XXX-XX-0573 Status: Active	Employee #: 2672 Division: TECH Dept/Grant: IT Hire Date: 5/3/2017 Salary: 1283.38	Regular 560.00 WTeam-FICA 0.00 EE Contribution* 0.00 ER 401(k) match* 0.00 ER-YMCA* 0.00 ER Medical Cost* 0.00 ER Life* 0.00	8,983.66 29,553.86 57.75 888.97 231.56 2,817.12 16.17	SOC SEC EE 38,154.36 MED EE 38,154.36 FEDERAL WH 37,972.36 PA WH 8,600.50 WARRINGTON TWP (BUCKS) 8,600.50 DOYLESTOWN TWP 8,600.50 WARRINGTON TWP LST 8,983.66	2,365.57 553.24 0.00 0.00 0.00 43.02 0.00	401(k) 182.00 401(k) Roth 2,233.00 Medical Pre-tax 383.16	38,537.52	32,777.53
Totals:		560.00	38,537.52		2,961.83	2,798.16		
Elizabeth S Arden 6099 Fairway Lane LOWER MACUNGIE TOWNSHIP, PA 18106 SSN: XXX-XX-1111 Status: Active	Employee #: 2805 Division: TECH Dept/Grant: HR Hire Date: 3/8/2019 Salary: 4400.00	Regular 560.00 ER Dental PreTx* 0.00 ER-YMCA* 0.00 ER Medical Cost* 0.00 ER Life* 0.00	30,800.00 124.62 231.56 2,817.12 16.17	SOC SEC EE 30,075.32 MED EE 30,075.32 FEDERAL WH 29,893.32 PA WH 30,075.32 STATE COLLEGE 30,075.32 PA SUI EE 30,800.00 STATE COLLEGE LST 30,500.00	1,864.67 436.09 4,851.35 923.30 300.80 18.48 14.00	401(k) 182.00 HSA Pre-Tax 300.00 Dental Pre-tax 41.52 Medical Pre-tax 383.16	30,800.00	21,484.63
Totals:		560.00	30,800.00		8,408.69	906.68		
Carol Dee Augustine 23 Main Street Macungie, PA 18062 SSN: XXX-XX-1111 Status: Active	Employee #: 53 Division: TECH Dept/Grant: HR Hire Date: 9/8/2015 Salary: 3538.46	Regular 560.00 ER Dental PreTx* 0.00 ER 401(k) match* 0.00 ER-YMCA* 0.00 ER Medical Cost* 0.00 ER Life* 0.00	24,769.26 221.52 2,441.55 231.56 3,011.40 16.17	SOC SEC EE 23,854.97 MED EE 23,854.97 FEDERAL WH 21,731.87 PA WH 23,854.97 MACUNGIE 23,854.97 PA SUI EE 24,769.26 MACUNGIE OPT 24,769.26	1,479.01 345.90 3,422.48 732.34 238.54 14.86 14.00	401(k) 2,123.10 PSA Medical 183.58 Dental Pre-tax 221.52 Medical Pre-tax 509.19	24,769.26	15,484.74
Totals:		560.00	24,769.26		6,247.13	3,037.39		



Custom Reporting

There are several reports in the Workforce Today system that will take care of your reporting requirements, but there is also a report writing tool that allows you to build your own reports. Whether you attend an NCR report training webinar, take self-paced training or order a custom, Workforce Today reporting can provide the information you need.

Custom Reporting Price Guide

- **Tier 1 - \$150**
 - Basic report using the reporting tools in WFT
 - *First draft expected time- 1 week*
- **Tier 2 - \$350**
 - Intermediate report using the reporting tools in WFT including calculated fields and special calculation
 - *First draft expected time- 3 week*
- **Tier 3 - \$1,500**
 - Advanced custom reporting requiring special programming per client specifications,
 - *First draft quote based on programming complexity*

Report Writer University Training

- **6010 – A – CU - PR – Report Writer Part A (Customer)**
25 minutes - Report Writer Part A training starts with reviewing the types of reports and the output of the report based on the type selected. You will create a report writer report by adding field categories. You will learn to sort the report columns to meet your needs
- **6010 – B – CU - PR – Report Writer Part B (Customer)**
20 minutes - Report Writer Part B training continues with editing the report to customize for internal or third-party needs. We will review renaming headings, default values, fixed file options, format strings and more. Part B continues with adding report filters and generating your report for viewing
- **6406 – CU – BEN – ACA Reporting**
25 minutes – This training will guide you through ACA reports available and how to understand the data each report provides to help manage your ACA
- **6407 – CU – BEN – Benefit Reporting**
30 minutes – This course will explore the reports most commonly used for Benefits. We will look at both pre-made customer reports as well as dive into custom report writer as it pertains to benefits

NCR Report Training Webinars

NCR hosts monthly report writer training webinars. Get the top tips and instructions from an NCR expert.

Ask your Project Manager or Relationship Manager for the latest schedule.

