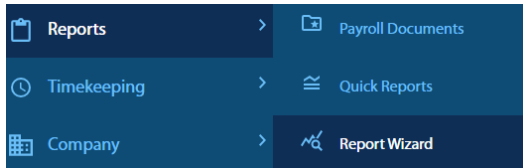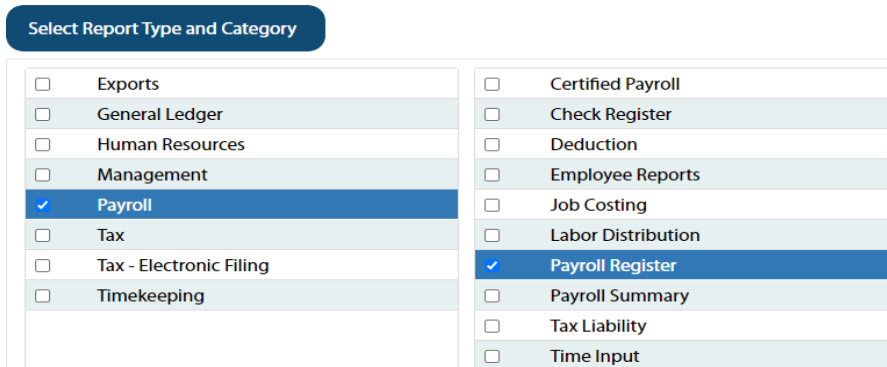# Report Wizard and Quick Reports

From home page click on Reports then Report Wizard

It will automatically come to payroll/ payroll register:

Continue clicking next until you reach the date range. (if for one employee highlight their name)

Put in your date range or choose Month, Quarter, or Year.

Once you decide on how you want to get the information,

 click next again. Normally the report you will need is Payroll Detail (Payroll Detail File Shown by Employee). Highlight it or needed report and click Run Report (this may take a few minutes). You can then print it off as needed. Check Stubs can only be found in MYGO (the employee portal).

Also, you can get the most used reports by clicking on any of the Quick Reports: This will give

you the report from the last payroll processed. QUICK REPORTS

Reports for Audits such as 941s, or OESC will need to be gotten from your Payroll Relationship Manager.

Report Wizard Video: https://youtu.be/0angUr1r_FE?si=UMiVJIk9tvfh1fxq

Quick Reports: https://youtu.be/24Bdr3GJzPU?si=tKA5YZS9pLGOulMD