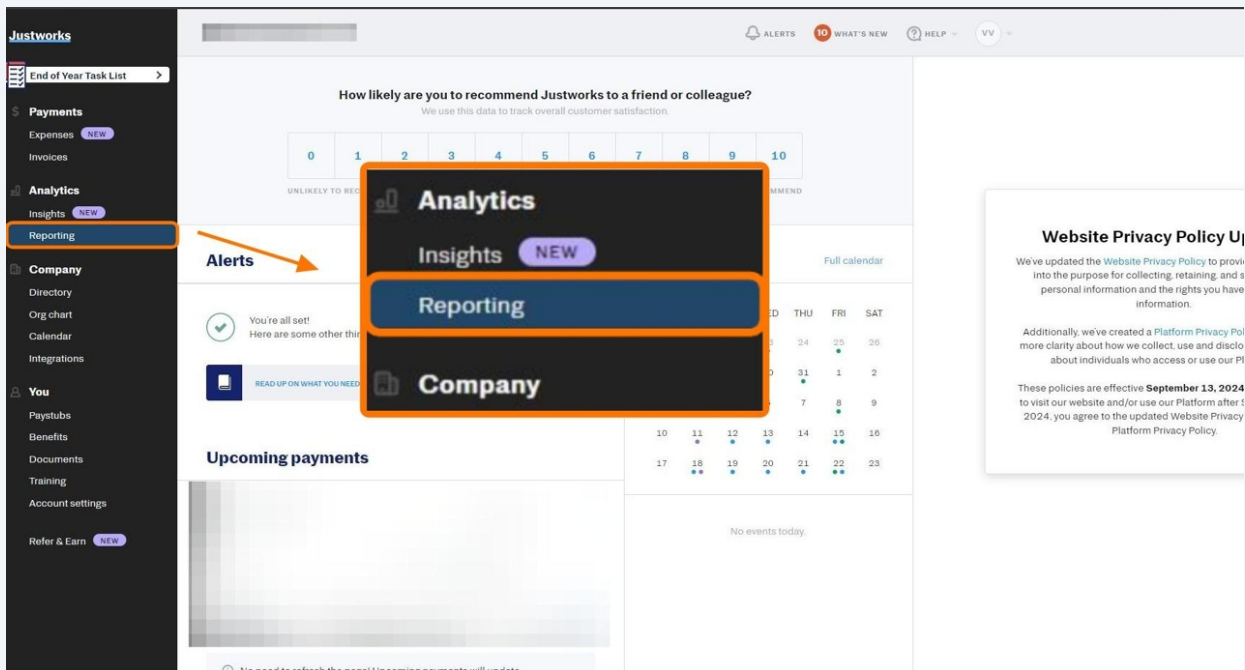


# Justworks Guide 2024

## Instructions for Downloading the Census Report

1

On the homepage of the Justworks website, locate the side menu and click on **Reporting**.



2 Once the **Reporting** page is open, select **Go to Reports** under the Reports option.

**Justworks**

End of Year Task List >

**Payments**

Expenses **NEW**

Invoices

**Analytics**

Insights **NEW**

**Reporting**

**Company**

Directory

Org chart

Calendar

Integrations

**You**

Paystubs

Benefits

Documents

Training

Account settings

Refer & Earn **NEW**

**Reporting**

Extract your data to support your operational and strategic decision making.

**Reports**

Pre-built templates powered by Justworks. [Learn more about Reports.](#)

[Go to Reports](#)

**Data Exports** **New**

Fully customizable reports enabled by our trusted partner, Visier. [Learn more about Data Exports.](#)

[Go to Data Exports](#)

What's the difference between Reports and Data Exports?

What pre-built templates are in Reports and Data Exports?

Why is Justworks partnered with Visier?

3 Under **All Reports**, look for **Company Census**.

[BACK TO REPORTING](#)

**Reports**

From payroll to employee details, download a spreadsheet of the info you need to make decisions about your team. Keep your downloads secure as they may contain sensitive personal data.

**ALL REPORTS** **MY REPORTS**

**Benefits** 2 REPORTS

REPORT NAME	DESCRIPTION
<a href="#">Benefits usage</a>	See how much people are contributing to their benefits and track plan enrollment.
<a href="#">Retirement</a>	Get a list of employees' retirement plan deferrals. This is particularly helpful if you're not using Justworks' integrated 401(k) provider.

**HR** 3 REPORTS

REPORT NAME	DESCRIPTION
<a href="#">Company census</a>	Get a general overview of your company's information.

4

On the **Company Census Report**, ensure that all boxes are checked as shown in the images below.

BACK TO REPORTS

## Company Census Report

Populate a record of employees' personal and work information, EEO-1 data, and any custom field you may have added in their profiles.

### Who to include

<input checked="" type="checkbox"/> Full-time employees	<input checked="" type="checkbox"/> Part-time employees	<input checked="" type="checkbox"/> Paid interns	<input checked="" type="checkbox"/> Contractors
<input checked="" type="checkbox"/> International employees	<input checked="" type="checkbox"/> Owners & partners (paid)	<input checked="" type="checkbox"/> Owners & partners (unpaid)	<input checked="" type="checkbox"/> 3rd party accountants / admins
<input checked="" type="checkbox"/> Temporary employees			

### Employment status

<input checked="" type="checkbox"/> Active	<input checked="" type="checkbox"/> Terminated
--	--

### Offices

<input checked="" type="checkbox"/> Miami, FL	<input checked="" type="checkbox"/> Inactive offices	<input checked="" type="checkbox"/> Remote (work from home)
---	--	---

5

Then scroll down and click on **Download Report**.

### Fields to include

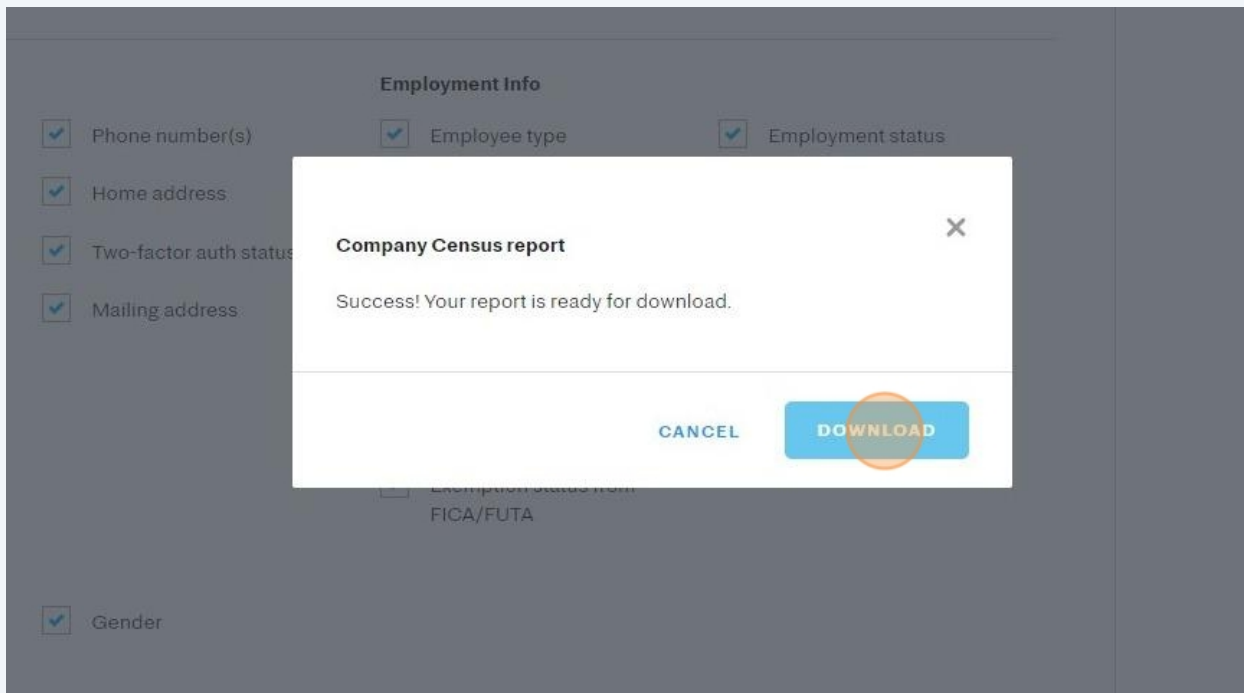
Personal Info		Employment Info	
<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Phone number(s)	<input checked="" type="checkbox"/> Employee type	<input checked="" type="checkbox"/> Employment status
<input checked="" type="checkbox"/> Email address(es)	<input checked="" type="checkbox"/> Home address	<input checked="" type="checkbox"/> Title	<input checked="" type="checkbox"/> Manager
<input checked="" type="checkbox"/> Date of birth	<input checked="" type="checkbox"/> Two-factor auth status	<input checked="" type="checkbox"/> Department	<input checked="" type="checkbox"/> Office
<input checked="" type="checkbox"/> Emergency contact	<input checked="" type="checkbox"/> Mailing address	<input checked="" type="checkbox"/> Pay rate	<input checked="" type="checkbox"/> Pay basis (hourly/salary)
<input checked="" type="checkbox"/> Pronouns		<input checked="" type="checkbox"/> Start/termination date	<input checked="" type="checkbox"/> Exemption Status
		<input checked="" type="checkbox"/> Work ID	<input checked="" type="checkbox"/> S-Corp status
		<input checked="" type="checkbox"/> Exemption status from FICA/FUTA	

### EEO-1 Data

<input checked="" type="checkbox"/> Job category	<input checked="" type="checkbox"/> Gender
<input checked="" type="checkbox"/> Race/ethnicity	

[DOWNLOAD REPORT](#)

6 In the new pop-up window, click on **Download**.



7 The report will be located in the browser's **Downloads** section or in the local **Downloads** folder on your computer.

