Guide for Generating Paycom Data Reports

Introduction

This guide is designed exclusively for clients utilizing Paycom as their payroll provider. It aims to facilitate the process of generating specific data reports required by Pension Services Inc. Following this guide will ensure that you can efficiently and accurately obtain the necessary payroll data.

Report Details

Each report within Paycom serves a unique purpose, tailored to meet the specific needs of Pension Services Inc. Understanding the significance of each report will help in comprehensively meeting compliance and reporting requirements.

Generating Reports: Step-by-Step Instructions

Below are the detailed steps for generating each required report through the Paycom system. Following these instructions carefully will ensure accurate and timely report generation.

Example Report Needed to Complete Your Annual Review.

1) *Wages and Tax Report*

2) *Census Report*

3) *Labor Allocation Detail Report*

Report 1 - Wages and Tax

a. Locate The Report

(Report 1 parameters instructions - continues on next page)

b. Set report parameters and generate

(Select Year 2023 – Qtr 4 and the W2/W3 under Report Version)

(Report 1 – End)

Report 2 – Labor Allocation Detail Report.

a. Locate The Report

(Report 2 parameters instructions - continues on next page)

b. Set report parameters and generate

(DATE RANGE 01/01/2023 thru 12/31/2023)

(Report 2 – End)

Report 3 – Labor Allocation Detail Report.

a. Locate The Report

(Report 3 parameters instructions - continues on next page)

b. Set report parameters and generate

(SELECT ALL, and INCLUDE SSN OPTION)

(Report 3 - End)

Summary

This guide provides a comprehensive overview of the steps required to generate specific payroll reports via Paycom. For further assistance or inquiries, please contact Pension Services Inc. support.

Frequently Asked Questions (FAQ)

This section addresses some common questions and challenges you might encounter while generating reports. Please review this FAQ to troubleshoot common issues or contact support for more complex queries.

Contact Information

For additional support, please contact us at:
Email: it@pensionnetwork.net
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