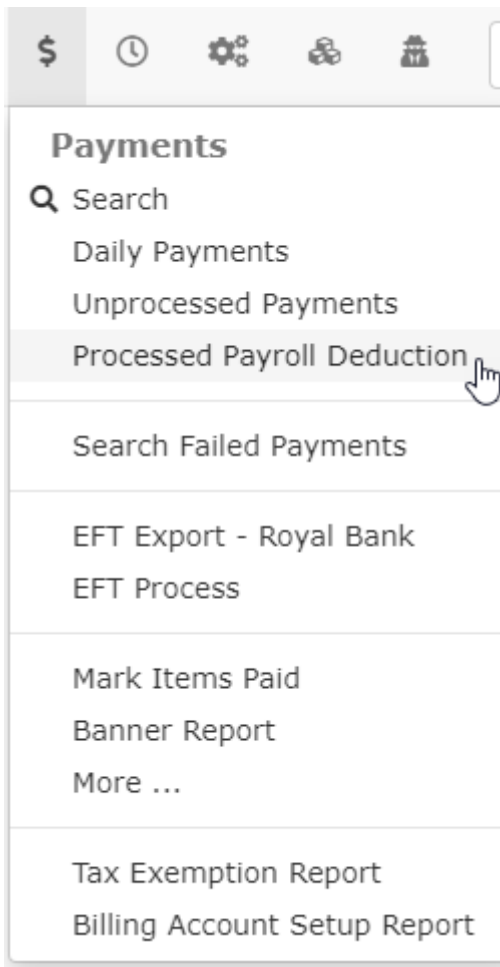


Payroll Deduction Report

The Payroll Deduction Report

To access the report: Go to the Payments Menu and select **Processed Payroll Deduction**.



The screen will refresh with a listing of processed Payroll Deductions.

Payroll Deduction Report

[Generate Excel Report](#)

| Staff Name | Staff ID | User Type | Dept Name | Parking Lot | Process Date | (w/tax) | Confirm Code |
|-----------------|----------|-----------------|-----------|--------------------|--------------|----------|-------------------------------|
| Birch, Patricia | 00900125 | Full Time Staff | | Red Staff Lot West | 2020-04-13 | \$395.50 | 23103n3747593 |
| Doe, John | 00900575 | Full Time Staff | | Red Staff Lot West | 2020-04-13 | \$395.50 | 2310373772853 |
| Thomas, Chester | 00900153 | Full Time Staff | | Red Staff Lot West | 2020-04-13 | \$395.50 | 23103R3762026 |

Viewing the Transaction Details

From this screen you can select to look at the actual transaction record if you wish. Click on the **transaction number** to access the detailed information.

Payroll Deduction Report

[Generate Excel Report](#)

| Staff Name | Staff ID | User Type | Dept Name | Parking Lot | Process Date | (w/tax) | Confirm Code |
|-----------------|----------|-----------------|-----------|--------------------|--------------|----------|-------------------------------|
| Birch, Patricia | 00900125 | Full Time Staff | | Red Staff Lot West | 2020-04-13 | \$395.50 | 23103n3747593 |
| Doe, John | 00900575 | Full Time Staff | | Red Staff Lot West | 2020-04-13 | \$395.50 | 2310373772853 |
| Thomas, Chester | 00900153 | Full Time Staff | | Red Staff Lot West | 2020-04-13 | \$395.50 | 23103R3762026 |

This will bring you to the **Transaction Details** Screen.

Transaction Details

Receipt header beside HST in a table

HST #1234556789

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Confirmation Number: 23103n3747593

User: Patricia Birch [pbirch]

Amount: \$395.50

Submit Date: Apr. 13, 2020 @ 10:24am [View Snapshot](#) ?

Comment: Online Payment

Payment Method: Payroll Deduction [Change](#)

Processed: Apr. 13, 2020 @ 10:24am

Processed By: john.tomahawk

[Refund Payment](#)

| | | | | |
|----------|--------------------------------|-----------------------------|------------|----------|
| Permits: | | Submit Date | Permit No. | Amount |
| | [ADJUST] | Test Annual [Apr. 13, 2020] | 0003 | \$350.00 |
| | | | Taxes: | \$45.50 |
| | View User Info | | Total: | \$395.50 |

Total: \$395.50

Export to Excel

Typically the admin would export the list to excel to supply to the financial department to collect these permit fees through the user's Payroll Deduction.

Simply click on the **Generate Excel Report** button to download the report as an Excel file format.

Payroll Deduction Report

[Generate Excel Report](#)

| Staff Name | Staff ID | User Type | Dept Name | Parking Lot | Process Date | (w/tax) | Confirm Code |
|-----------------|----------|-----------------|-----------|--------------------|--------------|----------|-------------------------------|
| Birch, Patricia | 00900125 | Full Time Staff | | Red Staff Lot West | 2020-04-13 | \$395.50 | 23103n3747593 |
| Doe, John | 00900575 | Full Time Staff | | Red Staff Lot West | 2020-04-13 | \$395.50 | 2310373772853 |
| Thomas, Chester | 00900153 | Full Time Staff | | Red Staff Lot West | 2020-04-13 | \$395.50 | 23103R3762026 |

In Excel the report will look like the following:

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|----------|----------------|-----------------|-----------|--------------------|--------------|---------|---------------|---------|---|---|---|---|
| 1 | Staff ID | Staff Name | User Type | Dept Name | Parking Lot | Process Date | (w/tax) | Confirm Code | Archive | | | | |
| 2 | 00900125 | Birch,Patricia | Full Time Staff | | Red Staff Lot West | Apr 13, 2020 | 395.5 | 23103n3747593 | | | | | |
| 3 | 00900575 | Doe,John | Full Time Staff | | Red Staff Lot West | Apr 13, 2020 | 395.5 | 2310373772853 | | | | | |
| 4 | 00900153 | Thomas,Chester | Full Time Staff | | Red Staff Lot West | Apr 13, 2020 | 395.5 | 23103R3762026 | | | | | |
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